



# PAYMENT AND REFUND POLICIES

1. Each family must have an established and current FACTS payment account. All payments must be current for the child to start.
2. The tuition deposit and FACTS fees are non-refundable.
3. Families who withdraw any child prior to July 1, forfeit the tuition deposit. Additional tuition paid shall be refunded.
4. Families who withdraw any child between July 1, and the first day of school forfeit the tuition deposit plus 10% of the remaining tuition.
5. In order to assess readiness for school, children who are new to Little House may be withdrawn by November 1, with an obligation to pay only the tuition deposit plus a pro-rated share of the remaining tuition based on the number of days enrolled. Additional tuition paid shall be refunded.
6. For children new to West Side Montessori in Children's House through middle school levels, there is a six-week orientation and evaluation period. During this time, the child may be withdrawn with an obligation to pay only the tuition deposit plus 20% of the remaining tuition.
7. Families with children enrolled in Little House can decrease the number of program days or decrease from full to half day once without financial penalty. Children enrolled in Children's House programs can decrease from full to half day once without financial penalty. Tuition will be adjusted accordingly. Additional changes in program are charged at \$35 per change.
8. Families who withdraw a child returning to Little House through middle school levels after the first day of school, but prior to November 1, are obligated to pay the tuition deposit plus 50% of the remaining tuition.
9. Families who withdraw a child between November 1 and January 5 are obligated to pay the tuition deposit plus 75% of the remaining tuition.
10. Families who withdraw after January 5, are obligated to pay 100% of the annual tuition.
11. No tuition adjustments will be made for illness, extended vacations, or gross violations of school policy, nor will the school permit students to decrease the number of program days or decrease from full to half day prior to withdrawal in order to reduce tuition owed. The school complies with federal laws regarding military deployment.