



The teacher may request an interview with the student and parents prior to acceptance.
All necessary information must be submitted to the school prior to the first day of attendance.

*American Montessori Elementary (AME) considers application information to be confidential.
The information contained herein is viewed only by authorized personnel.*

Child's Full Name:	Child's Preferred Name: _____ Age: ____ Male: ____ Female: ____ Date of Birth: __/__/__
Home Address:	Fall 2016: 1 st year / 2 nd year/ 3 rd year (circle one) New Applicant ____ Returning Student ____
Language Spoken @ Home:	Race/Ethnicity (optional):
Mother's/Guardian's Name:	Father's/Guardian's Name:
Address:	Address:
City, Zip:	City, Zip:
Occupation:	Occupation:
Company:	Company:
Business Phone:	Business Phone:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email:	Email:
Interests/Hobbies of parent (to assist in identifying potential service opportunities, i.e. woodworking, sports, gardening, etc.)	Interests/Hobbies of parent (to assist in identifying potential service opportunities, i.e. woodworking, sports, gardening, etc.)
Siblings (name & ages):	Sponsor (if other than parent):
	Name:
	Contact Number:
Health	Relationship:
Allergies:	
Restrictions:	Other:
Physical Considerations:	Do you require childcare?
Special Needs:	Previous School?
Who resides in the house with the child?	How did you hear about AME?

Please read, complete, and sign the Financial Terms & Conditions on the reverse side.

Parent/Sponsor Signature _____

Date: _____

Printed Name: _____

Mark/Initials _____

Driver's License #: _____ AMT of DEP _____ Rec'd
by _____ CK# _____

AME Financial Terms & Conditions Agreement

_____ (Student's name) has applied for enrollment as of this date _____. Upon acceptance into the program, _____ (parent/sponsor's name) agrees that payment of tuition and fees for this program will be their responsibility. Tuition invoices will be sent on the 1st of each month (Sept – May) and payments are **due by the 10th of each month**. AME may raise the tuition or change the tuition policies mid-year. In such case, AME agrees to provide written notification thirty (30) days in advance to the responsible party named above.

REGISTRATION: Registration begins in February for each subsequent school year. Priority enrollment for AME families ends on February 05, 2016. After February 05, applications submitted for the enrollment of new students will be considered. **

Enrollment cannot be confirmed until membership fees are received in full.

****Parent/Sponsors of new enrollees, please refer to the Admissions & Administrative Details provided in your enrollment package.**

****Parents/Sponsors of returning AME students are requested to notify AME of their intent to return for the following school by February 5 to secure their child's enrollment for the following year. The first of two installments of the membership fee is due by February 20. The first installment may be discounted to \$300 if paid prior to February 20th. The second \$500 membership installment is due before May 1st. *If full membership fees are not paid by May 1st, the discounted rate will no longer apply.* Please contact the AME Treasurer if this presents a hardship. Membership fees and the supply fees are non-refundable.**

MID-TERM ENROLLMENT: As a general rule, AME does not offer mid-term enrollments. However, there may be situations in which mid-term enrollment is permissible based on the specific needs of the child as assessed by the teacher, as well as careful consideration of the impact to the existing students. Mid-term enrollments will be evaluated case-by-case and is at the sole discretion of AME. In the event enrollment is approved, prorated membership fee, prorated supply fee and first tuition installment is due prior to the first day of attendance.

REFUND POLICIES: Membership fees and/or supplies fee are refundable only if AME is unable to make placement for the child in the school. If circumstances beyond the control of AME should force the school to shut down or suspend class, financial reimbursement will not be made. SEE WITHDRAWAL AND EXPULSION below.

LATE PAYMENTS: A \$25 service charge will be assessed for any payment made more than **ten (10) days** after the invoice date. A \$25 service charge will be assessed for checks returned unpaid by the bank or credit denied. Should the account become more than one month delinquent, enrollment may be terminated.

HOLIDAYS AND NON-ACADEMIC DAYS: The tuition schedule is based on the number of days in the annual session and then calculated to a per month installment. The tuition installment does not reflect the number of school days within the month. Holidays, school vacation, and teacher in-service days (NON-ACADEMIC DAYS) do not impact the monthly tuition amount. No credit, compensation, or make up time will be extended for days unattended for whatever reason.

CHILD CARE: Child care hours are from 7:30 a.m. to 8:00 a.m. and after school from 3:30 p.m. to 6:00 p.m. The hourly rate for accumulated child care is \$7.00 per hour, per child. Charges for childcare are calculated by the quarter hour and billed for any portion thereof. A \$20 charge will be assessed for every quarter hour or fraction thereof if a child is called for after 6:00 p.m.

FAMILY SERVICE REQUIREMENT: AME families are required to fulfill 40 hours of service to the school for their first child enrolled and 10 additional hours per sibling if applicable. **AME offers a \$25 per hour buy-out option for any portion of volunteer hours up to the total 40 hours required. You may choose to buy out any portion and volunteer the remaining hours as you see fit.**

FUNDRAISING: AME families are required to either (1) participate in fundraising activities or (2) "buyout" of fundraising (see below for details). Fundraising participation includes, but is not limited to, all aspects of planning and working the fundraising activities. Time spent on Fundraising activities counts toward the Family Service Requirement.

WITHDRAWAL: It is expressly understood that parents/sponsors intend for the child to complete the school term. If it is necessary to withdraw the child for any reason mid-term, the parent/sponsor must give the school written notice of intent to withdraw at least **TWENTY ONE (21) DAYS PRIOR TO THE WITHDRAWAL DATE**. For students leaving AME, there will be no refund for membership fees, supply fees, or tuition in the event of withdrawal. The only exception is if tuition has been prepaid for the entire year, in which case AME would provide a prorated refund based on the number of months the student has attended the program.

EXPULSION: Parents/sponsors are held responsible for subscribing to the policies of the school (see PARENT HANDBOOK). Lack of cooperation from a parent/sponsor will hinder the school's ability to serve the child. In a case of adverse conditions between the school and a family, a one-week notice will be given the parents/sponsor to remove the child from the program. Under these conditions, only prepaid tuition will be refunded. AME reserves the right to terminate a child's enrollment if, in the opinion of the staff and administration, the child is not adequately benefiting from his/her attendance, or whose presence or conduct has a detrimental influence on the school and/or other students. The decision to dismiss any child is not taken lightly and will be made with specific care and consideration. Under such circumstances, tuition refunds may be considered. Fees are non-refundable.

I elect to make a one-time, tax deductible, donation of \$ _____ to "buyout" of fundraising, due before December 31, 2016.

I elect to participate in fundraising activities as needed throughout the school year.

I have read, fully understand, and agree to the above FINANCIAL TERMS & CONDITIONS.

Parent/Sponsor Signature: _____ Date: _____



143 Clinton Ave, Roseville, CA 95678 (916) 784-1430

admin@ameroseville.org

Tuition Information

2016-2017 School Year

TUITION \$6,250.00*

❖ NINE (9) INSTALLMENTS

- \$698 / 1 installment
- \$694/ 8 installments
- Tuition is reduced by 5% if paid in full prior to September
- AME prefers to receive payments via the electronic payment system, but will accept paper checks.
- AME does not accept credit cards.

AME FEES *

- ❖ **MEMBERSHIP FEE:** \$1000.00, non-refundable, payable in two installments (*or receive a \$200 discount if the 1st installment is received by February 20, 2016*):
 - 1st installment: \$500.00 due upon registration, or only **\$300.00 if registered by February 20, 2016**
 - 2nd installment: \$500.00 due prior to May 1, 2016; *if not paid in full by May 1st, discount no longer applicable*
 - Applications received after May 1, 2016 must be submitted with full membership fee.
- ❖ **STUDENT SUPPLY FEE:** \$300.00, non-refundable, due prior to 1st day of attendance.

CHILDCARE:

- ❖ **CHILDCARE CHARGES ARE ACCUMULATED MONTHLY AT THE RATE OF \$7.00 PER HOUR PER CHILD.**
 - Childcare charges are calculated by the quarter hour.
 - Regular School hours are from **8:15 a.m. - 3:30 p.m.** Childcare is available before school, **7:30 a.m. to 8:00 a.m.**, and after school, **3:45 p.m. to 6:00p.m.**
 - Childcare is unavailable on days when class is not in session.

FAMILY SERVICE REQUIREMENT

- ❖ EACH AME FAMILY IS REQUIRED TO FULFILL 40 HOURS OF SERVICE TO THE SCHOOL FOR THE FIRST CHILD ENROLLED AND 10 ADDITIONAL HOURS PER SIBLING IF APPLICABLE.
- ❖ EACH AME FAMILY IS REQUIRED TO PARTICIPATE IN FUNDRAISING ACTIVITY. TIME DEVOTED TO FUNDRAISING ACTIVITY COUNTS TOWARD FAMILY SERVICE REQUIREMENT.

***Tuition & fees are assessed yearly.**

AME affords equal opportunity to all students, members, employees and prospective students, members, and employees without regard to race, color, sex, gender, sexual orientation, religion, age, marital status, disability, veteran status, national origin, or other criteria protected by law.
