

Dear TTMS Family,

Here is some basic information on tuition payments and other miscellaneous information relating to payments. The tuition is normally due the first banking day of the month and considered late by the fifth banking day, at which time a \$25.00 late fee is imposed. For families that have more than one child attending Three Tree Montessori School, the additional tuition payments will be due the 15<sup>th</sup>. Statements are not generally sent out until after the 10<sup>th</sup> of each month which will include the late fee (but only on those families with an outstanding balance.)

Tuition is based on an annual amount divided equally over the 10 month school year, regardless of breaks, vacations and early release. There is a 5% discount given on the annual tuition amount (not AM/PM, registration fees or any other fees) if it is paid in full by September 1st.

Tuition and fees can be paid in three different ways:

- a monthly check to be dropped off in the tuition box located just in the front office
- an automatic payment that TTMS withdraws from a checking or savings account on the first banking day of the month (also known as Tuition Express)
- an online banking payment that you set up to be sent to TTMS from your bank

Summer sessions are available to currently enrolled students and are offered for 8 weeks. The specific dates are based on when the regular school year ends but there is generally a week in between the regular school year and when summer session starts that the school is closed and families will need to find other care for their children. Parents may choose all eight weeks if available or may choose week to week. The payment is due July 1<sup>st</sup> and August 1<sup>st</sup> for the weeks chosen. An enrollment form will come out in late April with more information.

- ❖ We do offer financial aid but only to the tuition and not before and after care or summer session. For new families, it does not exceed 10% of the tuition portion. There is a \$41 non-refundable fee to apply online. After you have observed and started that application process, then contact [Jeanette.Rainge@threetree.org](mailto:Jeanette.Rainge@threetree.org). She will send you the link to the online application.
- ❖ We also take the Working Connections subsidy through <http://www.washingtonconnection.org/home/> or you can also look at the DSHS website at <http://www.dshs.wa.gov/> or the Department of Early Learning at <http://www.del.wa.gov/>. All three of them have information on how to get assistance with childcare throughout the state of Washington.

At this time, we cannot accept credit cards for tuition and fees due to the cost of processing such payments. However, we are looking into other means. Please let Jeanette Rainge know if you have any other questions or need clarification. She can be reached at (206) 242-5100 or email at [Jeanette.rainge@threetree.org](mailto:Jeanette.rainge@threetree.org).