



## bellevue montessori school Elementary Program

### Application and Admissions Summary

#### School Year

- The Bellevue Montessori School academic school year begins early in September and ends in mid-June.
- Admission to the academic program is subject to a contractual commitment for the entire academic school year.
- The Elementary Program is offered at our Park and Pine Lake campuses.

#### Application for Admission and Enrollment Checklist

- Registration for currently enrolled students opens on the first day of school in January. Current Bellevue Montessori students are assured of enrollment by completing an application for enrollment on or before January 31. Thereafter, enrollment is available only in the order that complete applications are received.
- Applications for new students will begin on February 1, with enrollment available in the order in which complete applications are received.
- For students new to Bellevue Montessori's Elementary Program, at least one parent must visit the school for a tour before submitting an application.
- For all students, to apply for enrollment you must submit
  - o a completed **Application for Enrollment**,
  - o a **deposit** of 10% of the yearly tuition, by a check payable to "Bellevue Montessori School" (For new students, your deposit will be held pending a decision on admission.),
  - o a completed and signed **Enrollment Contract**,
- For new students, you must also submit
  - o an **Evaluation Form** completed by the student's most recent teacher and
  - o **academic records** from the student's most recent school.
- For new students, the Admissions Committee will make a preliminary decision on admission after receiving all of the information required for an application. If the preliminary decision is to approve admission, you must schedule the student for a half-day classroom visit.
- After a new student applying for admission completes a classroom visit, the Admissions Committee will make a final decision on admission and notify you by letter. If your student is accepted for admission, we will process your deposit in partial payment of the tuition. (This payment is not refundable.)
- On or before May 1, all students must submit
  - o an additional tuition payment of 10% of annual tuition (This payment is not refundable.),
  - o a completed **Health Information Form**, a completed **Immunization Record**, and an **Consent for Emergency Treatment Form**,
- Students new to the elementary program must attend at least one 3-week session of summer school.

### **Elementary Program Tuition**

- Elementary School Day tuition \$10,600
  - Elementary School Day and Activity Club tuition \$13,800
- Activity Club provides before-school and after-school childcare on all school days and full-day care on certain school holidays.

### **Tuition payment terms**

Tuition is an annual charge to be paid in ten equal payments. The annual tuition is due in its entirety regardless of absence due to illness, vacations or any other circumstances. The payment schedule is as follows:

- Payment #1 is due with the application for enrollment. (This payment is not refundable after enrollment is approved by the Admissions Committee.)
- Payment #2 is due on or before May 1. (This payment is not refundable.)
- Payments #3–10 are due the first school day of each month from September through April.