

# The Montessori Schools of Central Texas

## Returning Student Enrollment Checklist

The forms listed below must be completed in full and submitted along with the required fees in order for your child to be considered enrolled for the 2018-2019 academic year.

*Please note that we are unable to accept incomplete registration packets; therefore, registration packets that do not include all required forms and fees will be returned but may be resubmitted when complete. Please use this check list to ensure all forms and fees are included in your registration packet.*

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Please check when complete:*

- \_\_\_\_\_ Application Form SY 2018-2019
- \_\_\_\_\_ Current Immunization Record, if one has not been provided in the last year
- \_\_\_\_\_ Bank Draft Form with Voided Check, if paying monthly
- \_\_\_\_\_ Application Fee of \$100.00
- \_\_\_\_\_ Assessment Fee of \$100.00 (Transitioning into Primary or Elementary only)
- \_\_\_\_\_ Supply Fee of \$400.00
- \_\_\_\_\_ Field Trip Fee of \$50.00 (Elementary only)
- \_\_\_\_\_ Summer Camp preregistration form & supply fee (if applicable)

**Please return above-listed completed registration forms to the school office. The enrollment contract will be provided in an office visit once the full registration packet is received:**

- \_\_\_\_\_ Enrollment Contract (both parents must sign contract if both parents are present and financially responsible for the child's tuition)

Method of Tuition Payment (*please indicate below*):

- \_\_\_\_\_ Annual\*
- \_\_\_\_\_ Bi-semester\*
- \_\_\_\_\_ Monthly

\*If choosing the annual or bi-semester payment plan, tuition will be due upon registration, either in full (annual) or half (bi-semester) of the total. If the bi-semester option is selected, the second payment will be due by December 7, 2018.