



# BROOKVIEW

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MONTESSORI SCHOOL

## Late Payment Policy

At Brookview Montessori School, we are deeply grateful for the families who make up our community. Since 1975, Brookview has provided an authentic Montessori education for children from infancy through eighth grade. Our mission—to celebrate individuality and ignite a passion for learning in an authentic Montessori environment—thrives through the partnership between families, staff, and the broader community.

In that same spirit of partnership, this Late Payment Policy is designed to ensure that Brookview can continue to offer high-quality programs, retain exceptional teachers, and maintain enriching learning environments for every child.

We recognize that unexpected financial challenges may arise. This policy is intended to provide clarity, consistency, and fairness—grounded in mutual respect and open communication.

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## Tuition Payment Options

Brookview offers two tuition payment options to support family budgeting needs (additional processing fees may apply):

### 1. One Payment Plan

Full tuition is due by September 1 for families enrolled at the start of the school year.

- For families enrolling after the school year begins, tuition is due along with all enrollment paperwork by the date stamped on the enrollment packet.

This ensures that all students have access to full services and that administrative processes remain consistent, while still accommodating mid-year enrollment.

### 2. Monthly FACTS Payment Plan

Families enrolling prior to May 15 may choose to pay tuition in 9 or 12 monthly installments through the FACTS payment management system. All payment plans must be completed by the end of the school year in May 2027.

- To participate in the 12-month plan, enrollment must be completed by May 15 to allow the first payment in June.
  - Families enrolling mid-year will have payments scheduled over the remaining months in the school year.
  - There is an annual enrollment fee charged by FACTS (not by Brookview), as outlined in the enrollment packet. This fee is subject to change at FACTS' discretion.
  - Current families' FACTS accounts automatically roll over each school year.
  - New families selecting monthly payments must establish a FACTS account in order to complete the Online Enrollment Request Form.
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## Payment Due Dates

- **One Payment Plan:**  
Tuition is due by **September 1** for families enrolled at the start of the school year. For families enrolling **after the school year begins**, tuition is due **along with all enrollment paperwork** by the date stamped on the enrollment packet.
  - **Monthly FACTS Plan:**  
Payments follow the due dates established in the FACTS agreement.
  - **Summer Camp:**  
Summer Programs must be paid in one payment before the summer starts, or for returning families, **set up in FACTS as a 3-month payment plan (June through August)**.
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## Definition of Late Payment

A payment is considered late if it is not received or successfully processed by the scheduled due date. Payments returned for insufficient funds or declined authorizations are also considered late.

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## Late Fees & Progressive Penalties

Timely tuition payments allow Brookview to meet its financial obligations and support the entire school community. When payments are delayed, it impacts school operations. To maintain fairness and consistency, the following guidelines apply:

- Tuition payments include a **10-day grace period**.

- If payment is not received by the 11th day after the due date, a **\$50 late fee** will be assessed.
- If the payment remains unpaid 30 days after the due date, an **additional \$50 late fee** will be assessed.
- If the payment remains unpaid 60 days after the due date, an **additional \$100 late fee** will be assessed, and the student's enrollment may be suspended at the School's discretion until the account is brought current.

Brookview will make reasonable efforts to communicate with families before taking action related to enrollment status.

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## Returned Payments

- Returned or declined payments will incur a **\$30 administrative fee**.
  - Additional FACTS or bank fees may apply.
  - After two returned payments within a school year, Brookview may require future payments to be made by cashier's check or money order.
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## Communication & Payment Arrangements

We encourage families to communicate proactively if financial concerns arise.

Families anticipating difficulty meeting a payment deadline should contact the Business Office at least **five (5) days prior to the due date** to discuss possible arrangements.

- Any revised payment agreement must be approved by the Business Office and confirmed in writing.
- Entering into a payment arrangement does not automatically waive assessed late fees or penalties.

Early communication allows us to work collaboratively toward a solution that supports both the family and the school.

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## Emergency Tuition Assistance

Brookview understands that temporary hardships can occur unexpectedly. Families experiencing short-term financial difficulty may apply for Emergency Tuition Assistance.

- Families must contact the Business Office **before falling behind on payments** to discuss their situation and provide supporting documentation.
- Assistance is not guaranteed and is dependent upon the availability of limited emergency funds.
- Emergency Tuition Assistance is intended as short-term support and does not replace ongoing tuition assistance.
- Families receiving assistance are expected to remain in communication and adhere to any adjusted payment schedule.

Our goal is to provide support when possible while maintaining financial stability for the entire Brookview community.

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## **Good Standing & Tuition Assistance Eligibility**

Maintaining good financial standing ensures continuity in each child's educational experience and supports the school's operational responsibilities.

Families must remain current on tuition and fees to:

- Maintain re-enrollment eligibility for the following school year
- Receive student records, progress reports, or transcripts upon request
- Remain eligible for tuition assistance (including Emergency Tuition Assistance)

Families with past-due balances are not eligible to apply for tuition assistance until their account is current or a written payment agreement has been established with Brookview.

Brookview reserves the right to adjust or rescind tuition assistance if an account becomes delinquent during the school year.

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## **Non-Payment & Enrollment Impact**

If an account remains unpaid after 60 days and no approved payment plan is in place, Brookview reserves the right to suspend a student's attendance and withdraw enrollment.

If all reasonable efforts to resolve a delinquent account have been unsuccessful, Brookview may submit the account to small claims court or a collections agency to recover unpaid tuition and fees.

All tuition and fees must be paid in full — or a written alternative payment agreement established — before a student may re-enroll or register for future programs.