



BROOKVIEW

MONTESSORI SCHOOL

Enrollment and Withdrawal Policies

Brookview Montessori School carefully plans staffing, classroom materials, and resources based on confirmed enrollment. Because our programs are individualized and space-limited, changes in enrollment after registration directly affect our ability to serve all families equitably. This policy ensures fairness, consistency, and the financial stability necessary to maintain high-quality Montessori programming.

Application, (Re)Enrollment, and Deposit

- A non-refundable application processing fee of \$100 is required for all *new students*.
- Once an applicant has been notified of acceptance to Brookview, enrollment is done through an Online Enrollment Request Form.
- For re-enrolling families, a deposit of **\$500 is due upon online registration** to hold the child's spot in a classroom and to receive enrollment paperwork.
- For new families, a **\$1,000 tuition deposit is due upon online registration** to hold the child's spot in a classroom and receive enrollment paperwork. This deposit is applied toward the overall tuition invoice for the remaining school year.

Once a family receives an enrollment packet, paperwork must be signed and returned to the business office **by the Due Date stamped on their enrollment packet**. If a child changes programs during the school year, and is issued a new enrollment packet, paperwork must be signed and returned to the business office **by the Due Date stamped on their enrollment packet**.

Failure to return enrollment packets by the due date may result in a **\$250 Late Enrollment Fee** to cover additional administrative and classroom preparation costs.

*****A student may not begin attending school (or new program) until all necessary fees/deposits are collected and paperwork is received and approved by the business office.*****

School Year Withdrawal Policy

Enrollment is considered a year-long commitment to the Brookview community. Should a family need to withdraw after submitting an enrollment agreement, the following ladder financial penalties will apply, based on the reason and the date of written notice.

1. If you withdraw your child before July 15, 2026, you are liable for your enrollment deposit (\$500 for returning students and \$1000 for new students).

2. If you withdraw your child after July 15, 2026, you are liable for your enrollment deposit (\$500 for returning students and \$1000 for new students) and 30% of the School Year tuition (fees are non-refundable).
3. If you withdraw your child because of an involuntary job loss or voluntary relocation at any time, you are liable for 15% of the remaining tuition (fees are non-refundable) beginning 30 days after the school is notified of the withdrawal.
4. If you withdraw your child for any other reason after the first day of the school year, you are liable for 50% of the remaining tuition (fees are non-refundable) beginning 30 days after the school is notified of the withdrawal.

Summer Enrollment and Withdrawal Policy

As per paragraph 1 of the Summer Enrollment Agreement:

1. Enrollment for summer is also done online.
2. Registration for the full summer entitles the Parent(s) to a one-week discount on summer tuition (one week free).
3. Summer tuition must be paid either in one payment at the time of enrollment, or for returning students, over three months through FACTS. This payment plan must be set up at the time of enrollment.
4. Though not available during the re-enrollment period, week-by-week registration is allowed for summer, and if this option is chosen, Parent(s) will be charged only for weeks for which the child is registered. Registration must be for a minimum of 3 weeks. Those weeks do not have to be consecutive. **No refunds will be given in the event of a withdrawal, either from the whole program or from individual weeks of registration.**
5. Weeks may be added based on availability, but no trading of weeks is permitted. All programs are weekly programs, and no proration or refunds will be given if the child does not attend the entire week.
6. Enrollment in the Infant/Toddler Summer Programs is only open to students who are enrolled for the 2026-2027 School Year.

Notes:

- Withdrawal notice must be submitted in writing to the Business Office.
- Brookview reserves the right to pursue legal remedies to collect any unpaid amounts due under this policy.