



PARENT'S AGREEMENT WITH
MARIA MONTESSORI INTERNATIONAL SCHOOL

We, the parents of (Please state names of children enrolled in MMIS) _____,

do hereby recognize that by enrolling our child/ children in Maria Montessori International School, contract an agreement with the school, fully believing in its capacity to provide a high standard of Christian education.

This Agreement entails that:

Maria Montessori International School undertakes the responsibility to teach our son/daughter according to the rules and regulations for private schools promulgated by the DepEd, and that we, the parents, abide by the rules and policies of MMIS in everything that pertains to school matters, especially with regard to school requirements, fees, and activities. In particular, we hereby agree to the following terms and regulations, without any doubt or mental reservation:

1. We are enrolling our child/ children for one (1) school year of 10 months, from June to March. We agree to promptly pay the school fees.
2. We agree to follow the Financial Policies of the school (stated at the back of this form and also in the Students' Handbook).
3. We agree with the school's mission statement and philosophy, and guidelines.
4. We fully support the school, its administration and faculty, in implementing its programs and refrain from any action whatsoever that will directly work against the interest of the school, its administration and faculty, and destroy its good name in the community.
5. We accept the rights and prerogatives of the school to set norms and policies, requirements and fees, subject only to the rules and regulations set by the DepEd.
6. We shall attend the Parent-Teacher Conference at the end of every quarter by personally claiming the report cards to discuss the progress of our child.
7. We shall follow up on our child's study habits at home and sign the Students' Handbook daily. We shall support our child's extracurricular activities in school, undertaken with our permission.
8. We recognize the school policy that complaints and grievances may be aired through written communication to the Office of the Principal. The Principal will then endeavor to settle the grievances within a period of three (3) working days. The school reserves the right that complains and grievances may be brought to the attention of the Principal through a written communication and not in any other form, without any way harming the name of the school, its administration and faculty, nor disrupting or hampering school activities through demonstration.
9. We fully accept the right of the school to refuse admission to our son/daughter at any time of the school year if we fail to abide by the above written terms and a condition of this Agreement and those mentioned in our son's/daughter's Students' Handbook.
10. We fully understand and accept the school rules and other directives set by the school administration as stated in the Students' Handbook, knowing these rules and directives are for our own good.

Conforme:

Parent's/Guardian's Signature above Printed Name

Date

Updated February 2017

MMIS Financial Policies

1. Enrollment Agreement

The parents' agreement must be signed by the parents during enrollment which states that they will comply with the MMIS Financial Policies. A tuition payment plan is available to assist parents who need to pay on an installment basis.
2. Enrollment Assessment

The enrollment assessment form is a summary of the annual tuition fees with applied discounts (if applicable) and the payment plan chosen by the parents. Parents must secure and sign this form.
3. Payment Plans
 - 3.1 Annual, Semestral, Trimestral, and Monthly
 - 3.2 Trimestral and Monthly plans are not available for preschool
4. Discount on Tuition Fee
 - 4.1 Parents with 3 children or more who are currently enrolled in MMIS will enjoy the following discounts. They shall enjoy discounts on Tuition Fee only.
 - a. 3rd Child 10%
 - b. 4th Child 50%
 - c. 5th Child 75%
 - 4.2 Full payment of Tuition Fee and Other Tuition Fees
 - a. 6% discounts on Tuition Fee only
5. Scholarship Discounts on Tuition Fee

This is adapted from the students' scholarship program on the General Academic Policies. All scholarship applications must be reviewed and approved by the Principal. Approved applications must be attached to the Students' Ledger. They shall enjoy discounts on Tuition Fee only.

 - 5.1 First Honor 100%
 - 5.2 Second Honor 50%
 - 5.3 Third Honor 25%
6. Tuition Fee Refund for Withdrawal

Parents will be refunded depending on the date of the approved withdrawal application. Amount of refund will be based on the total amount of Tuition Fee and Other Tuition Fees with the following conditions. Parents must submit a withdrawal letter to the Principal.

 - 6.1 Withdrawal before start of classes until the first week of classes (class 0-7)
90% refund (10% will be retained or will be due to the school)
 - 6.2 Withdrawal within the second week of classes (class 8-14)
80% refund (20% will be retained or will be due to the school)
 - 6.3 Withdrawal after the second week of classes (starting at day 15)
No more refund (100% will be retained or will be due to the school)
7. Reservation Refund

A reservation fee will be refunded if the student does not enroll during the enrollment period or before the start of classes, and if the level reserved is closed or full already because of late enrollment.

 - 7.1 20% refund (80% will be retained by the school)
8. Payments
 - 8.1 All payments of any kind must be remitted to the School Cashier. To avoid loss and miscommunication, teachers and staff are not allowed to accept payments.
 - 8.2 Types of Payment – MMIS accepts cash, check, credit card, and electronic money transfer (fax or email deposit slip to the business office).
 - 8.3 Direct bank payments will also be accepted (fax or email deposit slip to the business office).
 - 8.4 Always make sure to secure an Official Receipt from MMIS.
9. Late Payments
 - 9.1 Parents must follow the payment plan they chose during enrollment. Parents who cannot pay within or during the due date must make a promissory note duly approved by the CFO. Charges will be applied if promissory note will not be followed.
 - 9.2 If the total student fees have not been fully settled on the last day of classes, a 2% fee will be charged every month. The charge will be based on the unpaid balance.
10. Returned Checks
 - 10.1 The school will charge P500.00 for every returned check.
 - 10.2 The school reserves the right not to accept check payments if checks have been previously returned two times or more.
11. Schedule of Fees

A breakdown of all the school fees is available at the Business Office upon request.
12. Transferring to other MMIS Campuses

Students who wish to transfer to other MMIS campuses after enrollment or within the school year can do so after the approval of the Principal and duly noted by the Registrar, Guidance Office, and the Business Office Department. Parent must submit a transfer letter to the Principal and must have it approved. All documents including the enrollment assessment form and payments will be withdrawn from the old campus and transferred to the new campus.