

Answers to Common Questions About Billing Statements

- Before you start: The application fee (\$200 per child) is due when you turn in your application. The registration fee (\$250) and processing fee, if applicable, is billed and is due after that time. (Families can save \$50 by paying the application fee and registration fee together.) These fees also occur annually when you re-enroll.
- Tuition is billed by the middle of the month and is due on the **1st day** of the following month. If the first of the month is a holiday, occurs on the weekend, or during a break period, please make sure your tuition is turned in to us before then. A flat \$25 late fee plus finance charges are assessed when tuition is received by the school after the first of the month.
- VMS reserves the right to dismiss a family due to failure to make timely payments. A family with a balance of \$500 or above that is over 30 days past due may be subject to dismissal.
- Tuition is for school days only. **Child Care Days (e.g., fall, winter or spring break, etc.) are billed separately and are not included in your tuition amount.** In addition, any time your child is here beyond (before or after) his/her scheduled time is considered "child care." Child care time is billed by the minute - so if your child is here for an extra 20 minutes, you are billed for 20 minutes of time. Child care charges begin accruing when child care time exceeds 10 minutes and will be dated for Friday of the week those charges occurred.
- Sibling discounts are given for the 2nd child (5% discount) and 3rd child (10% discount) enrolled at the school. These discounts will show up on your statement as "childcare discount" (credit comes off of child care billing) or "family discount" (credit comes off of tuition billing).
- Lunch charges which appear are for lunches consumed during the entire previous month (e.g., the statement you receive in mid-October contains charges for lunches consumed Sept. 1-30).
- Other miscellaneous items, such as annual giving, yearbooks, etc. appear separately on your statement.
- If your Ending Statement Balance appears with a minus sign, you have a credit balance and no money is owed that month.
- Villa Montessori School's billing system is on an accrued accounting basis. Therefore, if you pay for your child's tuition for the year up front, you will still receive a statement every month, with the tuition amount for that month appearing. Please check your statement carefully each month, as you may also have child care or other charges (e.g., yearbook, lunches, etc.) which appear and are being deducted from the total tuition amount you paid up front. To avoid running out of money before the end of the school year, you may want to pay for child care or miscellaneous charges as they occur.
- If you have questions on your billing statement, please ask. Families have 60 days following the billing statement date to request a review of charges. Billing questions should be directed to Maureen Brandle or Chris Curless in the VMS business office between 9 a.m. and 5:30 p.m., Monday through Friday. They are available to answer billing questions in person or over the phone.