

**MARIA MONTESSORI TEACHER TRAINING CENTER
ENROLLMENT AGREEMENT & FINANCIAL CONTRACT 2011-2012**

Name: _____ DOB: _____ Sex: _____

Home address: _____

City: _____ Zip: _____ SS#: _____

Home Phone: _____ Cell Phone: _____

E-mail address: _____

Employer: _____ Occupation: _____

Work address: _____

Office Phone: _____ Work E-mail: _____

Emergency Contact: _____ Phone: _____

MONTESORRI PRIMARY PROGRAM TRAINING COURSE

The goal of the Primary Course (2 ½ - 6) is to create adults qualified to teach children in Montessori classrooms, provide advice and support to parents and inform the general public about Montessori education and its goal of social progress and peaceful co-existence. We wish to provide the child with best guides possible. Graduates of the program are qualified to hold a teaching position in a Montessori preschool (2 ½ to 6 year old) classroom.

The Primary course is a two-year program, consisting of an academic phase and a practicum phase. The academic phase includes 8 required classes, and is composed of lecture, presentation with materials, group process/discussion, and supervised practice with materials, with a minimum of 300 hours of on-site, direct contact between instructor and student. The practicum is comprised of 400 hours, including a minimum of 200 hours of student teaching and 200 hours comprised of seminars, independent study, observation, projects, etc. **The total instructional clock hours for the program are approximately 700 hours.** The 8 required classes are 1) Montessori Sensory and Motor Learning, 2) Montessori Cultural Subjects, 3) Montessori Language Materials, 4) Montessori Math Materials, 5) Montessori Psychology, 6) Montessori Philosophy, 7) Montessori Classroom Management and 8) Montessori Observation.

If you have any complaints, questions or problems which you cannot work out with the school, write or call:

**Montessori Accreditation Council for Teacher Education
524 Main Street, Suite 202, Monument Square
Racine, WI 53403 phone (262) 898-1846**

PAYMENTS:

The Application Fee is due at the time of application. The first installment of tuition is due upon acceptance to the course. Payment each month is due on or before the date of registration. Any special arrangements for tuition payments must be made with the Course Administrator and documented in writing. Each monthly payment is due by the due date specified in this contract. If your payment is not received within two weeks of the due date, a late notice will be sent and you will be charged a late payment fee of 15% of your balance. If payment is not received within three weeks, a letter will be sent stating that either payment in full or a written agreement for payment must be received within ten days. Failure to respond

or adhere to such an agreement will result in the student's discharge from the school. There is a minimum \$20 service charge for returned checks. The Board of Trustees reserves the right to change the tuition with ninety days advance notice.

By entering into this contract to enroll myself in the Maria Montessori Teacher Training Center, I agree to pay the tuition for the entire two-year program, regardless of the payment option selected. If I choose to withdraw from the program, and do not attend the full course, any prepayment of tuition will be refunded according to the refund schedule outlined in this contract, provided I have submitted a written letter of withdrawal to the Director.

I understand that tuition does not cover the total cost of my education. I understand that I am required to purchase other books and materials, as defined in my course catalog, in order to complete the projects necessary to graduate from the program. I also understand that I may receive transferable specialization units for my training by registering my courses with the California State University, East Bay (CSUEB). The cost is approximately \$78 per unit.

REFUND POLICY

Cancellation of enrollment or withdrawal from the program will be determined by the refund calculation below. Refunds are calculated according to the pro rata minimum refund schedule, as defined by the State of California Bureau for Private Postsecondary and Vocational Education, whether or not the student was in attendance. **The \$50 application fee is non-refundable.** If the student has not paid the tuition in full, refund amounts will be adjusted according to the amount the student has paid to date. Refunds will be paid by check, within 30 days of the date of withdrawal or cancellation of the student. The pro rata refund schedule applies to students who have completed 60 percent or less of the course of instruction. Refunds for students who have completed more than 60% of the course will be at the discretion of the MMTTC Co-directors.

Refunds are calculated by:

- (1) Dividing the total tuition (less the application fee) by the number of hours in the program.
- (2) The quotient is the hourly charge for the program.
- (3) Establish the number of hours attended/number of class hours passed.
- (4) The amount owed by the student is derived by multiplying the total hours attended by the hourly charge for instruction, plus any equipment or materials fees owed to the MMTTC.
- (5) The refund shall be any amount in excess of the figure derived in line (4) that was paid by the student.

Example: Joan withdrew from the program after attending 10 classes (30 hours of instruction). Thirty hours multiplied by the hourly program rate of \$9.62 equals \$288.60. Since Joan has not incurred an equipment fee, this is the amount Joan owes. Joan paid the school \$1550.00 when she enrolled. The application fee is deducted, because it is non-refundable. The amount Joan owes is then deducted from the amount she paid, entitling Joan to a refund of \$1211.40.

CANCELLATION POLICY - "BUYER'S RIGHT TO CANCEL"

A full refund of all fees, aside from the application fee, will be made available to all students in the following circumstances:

1. When the student cancels, in writing, the financial contract on or before the first day of instruction. This written cancellation must be addressed to Rebecca

Keith, Director of Training, Maria Montessori Teacher Training Center, c/o One World Montessori School, 1170 Foxworthy Avenue, San Jose, CA 95118.

2. If the program is discontinued, or the specific segment is cancelled or postponed.

A full refund of all fees will be made if the student enrolled because of any misrepresentation in advertising, promotional materials provided by MMTTC, or misrepresentation of the program provided by MMTTC faculty members or other official representatives.

RIGHT TO WITHDRAW

The student has the right to withdraw from the program at any time, provided the intent to withdraw is received in writing, directed to the attention of Rebecca Keith, Director of Training, Maria Montessori Teacher Training Center, c/o One World Montessori School, 1170 Foxworthy Avenue, San Jose, CA 95118. The student may not withdraw by calling the MMTTC, by e-mailing, or by not attending class. The student has the right to receive a refund of tuition according to the refund schedule above

PLEASE READ PRIOR TO SIGNING

TERMINATION OF CONTRACT:

This contract may be terminated by the school or the student on or before the first day of instruction. If the contract is terminated by the school, all fees for unused services will be refunded. In the case of repeated unacceptable behavior on the part of the student, the school may revoke this contract and discontinue services. In this event, refunds will be at the discretion of the Director.

I agree to review and abide by the policies set forth in the Course Catalog and Student Handbook. If I had questions regarding any of the above, I acknowledge that I have asked them and that they have been answered to my satisfaction.

MMTTC TUITION AND RELATED COSTS

Application Fee (non-refundable)	\$ 50
Course Tuition (includes MACTE fees)	\$3,000
Required reading books (approx.)	\$ 450
Supplies for teacher-made materials (approx.)	\$ 300
<u>TOTAL APPROXIMATE COST OF PROGRAM</u>	<u>\$3,800</u>

ADDITIONAL COSTS (optional)

CSUEB Credit (\$78 per unit for 24 units)	\$1,872
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(This may be changed by CSUEB with no notice) This fee is collected from each interested student by the MMTTC and sent to CSUEB at the registration for each quarter. This is optional.

In addition, students who choose an intern site located more than 50 miles from MMTTC will need to pay for the cost of transportation of the field supervisor to and from their intern site for the required three on-site evaluation visits.

I am aware that the tuition for the entire training course is \$3000. YOU ARE RESPONSIBLE FOR THIS AMOUNT, IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST.

I understand that for my 2011-2012 tuition, I may select one of the four payment options below: (circle)

- A. **One installment** of \$ 1500, due on or before September 19, 2011.
- B. **Two installments**, the first in the sum of \$ 750, due on or before September 19, 2011, and the second in the sum of \$ 750 due on or before February 15, 2012.
- C. **Three installments** of \$ 500, due on or before September 19, 2011, December 14, 2011, and March 14, 2012.
- D. **Ten consecutive monthly installments** of \$ 150, beginning September 19, 2011, and continuing monthly through June 6, 2012 (due on or before the 15th of each month, except in June).

MY SIGNATURE BELOW CERTIFIES THAT I HAVE READ, UNDERSTOOD, AND AGREED TO MY RIGHTS AND RESPONSIBILITIES, AND THAT THE INSTITUTION'S CANCELLATION AND REFUND POLICIES HAVE BEEN CLEARLY EXPLAINED TO ME. THIS CONTRACT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL. I UNDERSTAND THAT THE SCHOOL MAY TERMINATE THIS CONTRACT IMMEDIATELY IF I DO NOT FULFILL ITS TERMS AND ABIDE BY ALL POLICIES OUTLINED IN THE COURSE CATALOG AND STUDENT HANDBOOK.

_____ Date: _____
Student Signature

_____ Date: _____
Co-director, Maria Montessori Teacher Training Center