



# NAMC

## North American Montessori Center

13469 - 27th Avenue  
Surrey, BC V4P 1Z1 Canada

STUDENT NUMBER (NAMC  
Assigned Number. Returning  
students please provide):

Previous  
Montessori Training  
(Please check all  
that apply):

- Infant/Toddler (0-3)  
 Preschool/Kindergarten (3-6)  
 Upper Elementary (9-12)  
 Other: \_\_\_\_\_

Toll-Free: 1.877.531.6665 ■ Fax: 604.531.6698 ■ [www.montessoritraining.net](http://www.montessoritraining.net) ■ [info@montessoritraining.net](mailto:info@montessoritraining.net)

### STUDENT ENROLLMENT CONTRACT

#### PART 1 - PROGRAM INFORMATION

**Program Title:** Montessori Lower Elementary (6-9) Diploma Program

*(For office use only)*

**Program Details:**

**Contract Start Date:**

**Contract End Date:**

**Program Duration:** Nine Months (3 components of 12 weeks each)

**Note:** A single contract must not exceed 18 months

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
( YYYY / MM / DD)

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
( YYYY / MM / DD)

**Schedule:** Part Time Program completed via Distance/Home Study

**Program Credential:** Montessori Teaching Diploma (Ages 6 - 9 years)

**This program includes:** a full set of NAMC's Montessori Lower Elementary (6-9) curriculum manuals, the corresponding assignments, blackline masters on CD, feedback, evaluation, tutoring, a Montessori teaching diploma, and the cost of shipping program materials and your diploma by UPS Courier.

#### PART 2 - STUDENT INFORMATION

Mr.  Ms.  Mrs.

Student Surname:

Student First Name and Middle or Given Names:

*Note: Your diploma will be issued in the name provided above, unless otherwise specified.*

Mailing Address (required):

City

State

Zip Code

Telephone Number (required):

Fax Number:

Date of Birth:

YYYY \_\_\_\_\_ MM \_\_\_\_\_ DD \_\_\_\_\_

Alternative Telephone Number:

Email Address (required):

What is your primary reason for enrolling in this program (required):

#### PART 3 - SCHOOL INFORMATION (if applicable)

School Name:

Address:

City

State

Zip Code

Telephone Number:

Fax Number:

Website Address (if applicable):

Director's Name:

Director's Email Address:

Payables Contact - Name:

Telephone Number:

Email Address:

Type of School:  Montessori  Public  Private  Other \_\_\_\_\_ Open all year for shipping?  Yes  No

#### PART 4 - SHIPPING INFORMATION (Please Select One Option Below)

Home  School  Other Shipping Address (if different from mailing address) - PLEASE PROVIDE A PHYSICAL ADDRESS FOR COURIER DELIVERY; BOX NUMBERS ARE NOT ACCEPTED FOR US ADDRESSES.

Address:

City

State

Zip Code

Telephone Number:

Fax Number:



## PART 7- POLICIES

### PAYMENT POLICY

1. The student understands and agrees to pay the Total Payment Due outlined in PART 6 – TUITION AND FEES, totaling \$2,598.00 (US funds), before any applicable discounts. This includes a non-refundable Registration Fee of \$200.00, a Program Tuition Fee of \$750.00 and a Curriculum Material Fee of \$1,648.00. Additional Shipping fees apply (\$150.00 for the full program shipment or \$75.00 for each of the three installments/ shipments).
2. If paying in installments, your first installment is due with submission of your contract. Your second installment is due on or before your first Assignment Due Date, and your final installment is due on or before your second Assignment Due Date. NAMC will complete the payment due dates and provide you with your payment schedule on your copy of this Enrollment Contract.
3. NAMC may adjust the Total Tuition and Fees to accommodate for any applicable Special Discounts (as outlined on page 2 of this contract).
4. The Total Tuition and Fees payable is subject to the terms and provisions of the Tuition Refund Policy.
5. The Total Tuition and Fees is subject to change without notice, but not after initial enrollment.

### WITHDRAWAL POLICY

Requests for withdrawal must be submitted in writing (email or fax accepted) and will be processed immediately. Program Tuition Fee refunds owing to students will be paid within thirty (30) calendar days of NAMC receiving written notification of withdrawal (see Tuition Refund Policy for further information). A letter providing confirmation of withdrawal and any refund entitlement will be issued by NAMC.

### DISMISSAL POLICY

A student will receive notice of dismissal for any of the following reasons:

- a) Consistently shows a lack of effort (including, but not limited to, non-submission of assignments); or
- b) Indicates any moral misconduct; or
- c) Continues to demonstrate an inability to understand the Montessori philosophy and its application.

Decision of dismissal is based on the NAMC instructor's individual discretion, along with detailed documentation, and confirmation from the Program Director. A refund of the Program Tuition Fee may apply, as outlined under the Tuition Refund Policy. A letter providing confirmation of dismissal and any refund entitlement will be issued by NAMC.

**Note:** If plagiarism is suspected, the NAMC student status will be in jeopardy. If plagiarism is confirmed, the NAMC Student Enrollment Contract will be terminated.

### TUITION REFUND POLICY

The following Tuition Refund Policy applies to the terms of this Student Enrollment Contract:

#### Refunds in Cases of Withdrawal or Dismissal

1. Written Notice
  - a) To initiate a refund, written notice must be provided:
    1. By a student to NAMC when the student withdraws, or
    2. By NAMC to the student where NAMC dismisses a student.
2. Refund Entitlement
  - a) Refund entitlement is calculated on the total Program Tuition Fee due under the contract. Where the total Program Tuition Fee has not yet been collected, NAMC is not responsible for refunding more than has been collected to date and a student may be required to make up for monies due under the contract.

#### Tuition Refund Policy for students:

Refunds after the program of study starts:

1. If a student returns their course materials, at their own expense, in their original condition to NAMC within seven (7) days of their delivery, a full refund of the Program Tuition Fee and Curriculum Material Fee will apply. Please contact NAMC for further instructions prior to returning your course materials.
2. If written notice of withdrawal is received by NAMC, or a student is dismissed, within 10% of the Program Duration specified in the contract, NAMC may retain 30% of the total Program Tuition Fee due under the contract.
3. If written notice of withdrawal is received by NAMC, or a student is dismissed, after 10% and before 30% of the Program Duration specified in the contract, NAMC may retain 50% of the total Program Tuition Fee due under the contract.
4. If a student withdraws or is dismissed after 30% of the Program Duration specified in the contract, no refund is required.
5. Refunds owing to students must be paid within thirty (30) calendar days of NAMC receiving written notification of withdrawal and all required supporting documentation, or within thirty (30) calendar days of NAMC's written notice of dismissal.\*

\* **Note:** Students seeking a refund within the seven day review period will not be refunded until the Curriculum Material has been returned to NAMC in its original condition.

**PART 8 - RELEASE OF PERSONAL INFORMATION AND SIGN-OFF**

- In accordance with Part 4(10)(1)(a) of the *Personal Information Protection Act*, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the Program Tuition Fee paid will be stored for the purpose of maintaining an academic record archive.
- Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining Program Tuition Fee refund entitlements, measuring program performance, or other requirements.

**STUDENT DECLARATION**

I hereby make application for the North American Montessori Center’s Teacher Training Program. The Educational Institution’s full name offering this program is “Cornerstone Montessori Pre-school Ltd.”, d.b.a. North American Montessori Center (NAMC). I understand the Total Payment Due (before any applicable discounts) is \$2,598.00 (US funds). This includes a non-refundable Registration Fee of \$200.00, a Program Tuition Fee of \$750.00 and a Curriculum Material Fee of \$1,648.00. Additional Shipping fees apply (\$150.00 for the full program shipment or \$75.00 for each of the three installments/shipments). I understand that I have 12 weeks (for each of the 3 components) to submit my assignments by either mail or email.

I certify that I have read, understood, and agree to the terms and conditions of this Student Enrollment Contract, and I understand that I will receive a signed copy of this contract. I certify the information provided by me on this form is true and accurate and that I am 19 years of age or older. *(If under the age of 19, a parent or legal guardian must sign the contract.)*

PRINTED NAME

SIGNATURE of STUDENT or PARENT/LEGAL GUARDIAN

DATE

**INSTITUTION DECLARATION**

NAMC agrees to deliver the program according to the terms of this Student Enrollment Contract. NAMC reserves the right to make minor adjustments to the program curriculum and/or delivery. NAMC acknowledges that the student has met the admission requirements for the program of study.

**All sections of this contract must be completed. The contract must be signed and a copy given to the student. The original signed contract must be kept in the student’s file at NAMC.**

NAME OF PROGRAM DIRECTOR

Dale H. Gausman

SIGNATURE of PROGRAM DIRECTOR or NAMC REGISTRAR

DATE

**PLEASE HELP US REMAIN COST EFFECTIVE; LET US KNOW HOW YOU HEARD ABOUT US:**

1. Magazine (name):

2. Internet (specify search engine):

3. School (name, location):

4. Individual (name):

5. Other (please specify):

**PLEASE TELL US A LITTLE ABOUT YOURSELF:**

Montessori Teacher

Montessori Assistant Teacher

School Owner

ECE Teacher

Interested in Opening a Montessori Center

School Director

Homeschooler

Public School Teacher

Other (please specify):

**Fax your completed Student Enrollment Contract to: 604.531.6698 or mail it to NAMC: 13469 - 27<sup>th</sup> Avenue, Surrey, BC V4P 1Z1 Canada**