



# 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):

- Preschool/Kindergarten (3-6)  
 Lower Elementary (6-9)  
 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 Infant/Toddler (0-3) Diploma Program**

*(For office use only)*

**Program Details:**

**Contract Start Date:**

**Contract End Date:**

**Contract:**

**Program Duration:** Seven Months (3 components of 10 weeks each)

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

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

**Program Credential:** Montessori Teaching Diploma (Ages 0 - 3 years)

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

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

- New  
 R/I

**This program includes:** a full set of NAMC's Montessori Infant/Toddler (0-3) curriculum manuals, checklists on CD, program assignments, feedback, evaluation, tutoring, the cost of shipping program materials by UPS courier, and, upon successful completion of your program, your Montessori 0-3 teaching diploma.

#### PART 2 - STUDENT INFORMATION

Mr.  Ms.  Mrs.

Legal First Name and Middle or Given Names:

Legal Surname:

*Note: Your diploma will be issued in the legal name provided above.*

Mailing Address (required):

City

Prov.

Postal Code

Telephone Number (required):

Fax Number:

Date of Birth:

( ) \_\_\_\_\_ -- \_\_\_\_\_  
Alternative Telephone Number:

( ) \_\_\_\_\_ -- \_\_\_\_\_  
Email Address (required):

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

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

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

School Name:

Address:

City

Prov.

Postal 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 CANADIAN ADDRESSES.

Address:

City

Prov.

Postal Code

Telephone Number:

Fax Number:

( ) \_\_\_\_\_ -- \_\_\_\_\_

( ) \_\_\_\_\_ -- \_\_\_\_\_

**PART 5 - ADMISSION POLICY**

NAMC welcomes applications from all adults, regardless of age, gender, race, ethnic origin, nationality, or religion. To qualify for admission, you must: 1) possess a high school diploma or GED (or foreign) equivalent; or 2) be granted admission based upon having experience working in an educational capacity; or 3) be granted admission as a mature student\*. **Note:** the minimum admission requirements cannot be waived by either NAMC or the student.

I confirm that I meet the minimum admission requirements listed above. (Please complete **only one** of the eligibility statements listed below):

- 1) Highest level of education obtained: \_\_\_\_\_  
 Name of last educational institute attended: \_\_\_\_\_ Dates attended: \_\_\_\_\_
- 2) I have experience working in an educational capacity. Employer: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_ Dates employed: \_\_\_\_\_
- 3) I am registering as a mature student (\*19 years of age or older). Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
 ( MM / DD / YYYY)

By signing this contract, I grant NAMC permission to request verification of my education/work experience from the educational institution/employer listed above.

**PART 6 - TUITION AND FEES**  
**All fees are payable in Canadian dollars (\$CAD)**

**SPECIAL DISCOUNTS** - You may be eligible for one or both of the following discounts. Please include all that apply as noted below. **Note:** Your receipt will be adjusted to reflect any applicable special discounts.

- NAMC Graduate Discount:** If you have previously completed a NAMC program, and are paying for your entire program in one payment, please deduct \$100.00 from your full payment below. If you are paying for your program in three installments, your discount should be applied as follows: *Installment 1: \$33.00, Installment 2: \$33.00, and Installment 3: \$34.00.*
- Volume Discount:** I am enrolling with at least one other person (name): \_\_\_\_\_  
 Please deduct this one time discount of \$50.00 from your payment (in the appropriate space provided below).

**TOTAL AMOUNT PAYABLE UNDER THIS CONTRACT** (Please choose one option below and calculate your payment):

<input type="checkbox"/> I am paying for my <u>entire program in one payment</u> :		<input type="checkbox"/> I am paying for my program in <u>three installments</u> :	
Total Program Fees and Shipping:	\$2,084.00	Total Per Component Program Fees and Shipping:	\$705.00
Less \$100.00 One Payment Incentive:	(100.00)	Less \$33.00 NAMC Graduate Discount (if applicable):	
Less \$100.00 NAMC Graduate Discount (if applicable):		Less \$50.00 <u>One Time</u> Volume Discount (if applicable):	\$
Less \$50.00 Volume Discount (if applicable):		<b>Installment 1 Payment Due</b> (Please Calculate):	\$
<b>Total Payment Due (Please Calculate):</b>	\$	<b>Installment 2 Payment Due</b> (Date _____)	\$
		<b>Installment 3 Payment Due</b> (Date _____)	\$
		<b>Total Payment Due (Please Calculate):</b>	\$

**PAYMENT METHOD**

Please Select One:     VISA     MasterCard     Certified Cheque     School Cheque     Bank Draft     Money Order

**For Credit Card payments, please print the following information CLEARLY in bold BLACK ink.**

\_\_\_\_\_ Type of Credit Card:  Credit     Debit  
 Name of Company Issuing Credit Card (e.g. Citibank)      Name as it appears on Credit Card

\_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
 Credit Card Number      Expiry Date      Three-Digit V-Code

Signature of Cardholder

**IMPORTANT NOTES REGARDING YOUR PAYMENTS:**

1. All funds are payable to NAMC. If payment is being made by VISA or MasterCard, you may fax your completed Student Enrollment Contract to 604.531.6698. Personal uncertified cheques are NOT accepted.
2. **If you choose to pay by credit card using the "three installment" option, installment payments 2 & 3 will automatically be processed to your credit card in accordance with the payment due dates outlined above. EXCEPTION: If you are working on an accelerated schedule, your payment will be processed earlier than the stated payment due dates, unless you have made alternative arrangements with NAMC.**
3. The Program Tuition Fee is tax deductible by the Canada Customs and Revenue Agency. An official T2202A form will be issued.

## 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 \$2,024.00 (Canadian funds), before any applicable discounts. This includes a non-refundable Registration Fee of \$200.00, a Program Tuition Fee of \$900.00 and a Curriculum Material Fee of \$924.00. Additional Shipping fees apply (\$60.00 for the full program shipment or \$30.00 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 your first Assignment Due Date, and your final installment is due on 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. **Exception:** If you choose to submit any assignment earlier than the specified Assignment Due Date, the next installment is due immediately.
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 within the Program Duration.

### 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.

3. Tuition Refund Policy for students:

#### Refunds after the program of study starts:

1. If a student returns their program 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 program 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, 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 \$2,024.00 (Canadian funds). This includes a non-refundable Registration Fee of \$200.00, a Program Tuition Fee of \$900.00 and a Curriculum Material Fee of \$924.00. Additional Shipping fees apply (\$60.00 for the full program shipment or \$30.00 for each of the three installments/shipments). I understand that I have 10 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, B.Ed., AMI, ECE

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

Preschool or Kindergarten Teacher (non-Montessori)

Montessori Parent

Daycare Professional

Other (please specify below):

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