



#6 - 17675 66 Avenue  
Surrey, British Columbia  
V3S 7X1  
Canada

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

Previous Montessori Training (Please check all that apply):

- Infant/Toddler (0-3)
- Preschool/Kindergarten: EC (3-6)
- Lower Elementary (6-9)
- Other:

Telephone: 604.576.6621 Fax: 604.576.6638 www.montessoritraining.net info@montessoritraining.net

**STUDENT ENROLLMENT CONTRACT**

**PART 1 - PROGRAM INFORMATION**

**Program Title:** Montessori Upper Elementary (9-12) Diploma Program

*(For office use only)*

<b>Contract Start Date:</b> ____/____/____ ( MM / DD / YYYY)	<b>Contract End Date:</b> ____/____/____ ( MM / DD / YYYY)	<b>Contract:</b> <input type="checkbox"/> New <input type="checkbox"/> R/I	<b>Program Details:</b> <b>Program Duration:</b> Nine Months (3 components of 12 weeks each) <b>Language of Instruction:</b> English <b>Schedule:</b> Part Time Program completed via Distance/Home Study <b>Program Credential:</b> Montessori Teaching Diploma (Ages 9 – 12 years)
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**This program includes:** a full set of NAMC's Montessori Upper Elementary (9-12) Curriculum Manuals, program assignments available digitally, one-year online subscription to the MyNAMC Learning Environment, curriculum support materials on CD, feedback, evaluation, tutoring, the cost of shipping program materials by UPS Courier, and, upon successful completion of your program, your Montessori 9-12 teaching diploma. You must have access to a high-speed internet connection for the program.

**PART 2 - STUDENT INFORMATION**

<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male	<b>Legal First Name and Middle or Given Names:</b>	<b>Legal Surname:</b>
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**Note: Your diploma will be issued in the legal name provided above.**

<b>Mailing Address (required):</b>			
City	Prov/State	Postal/Zip Code	Country
<b>Home Phone Number (required):</b>	<b>Fax Number:</b>	<b>Date of Birth (required):</b>	
		MM	DD YYYY
<b>Cell Number:</b>	<b>Email (required):</b>		

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

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

<b>School Name:</b>			
<b>Address:</b>			
City	Prov/State	Postal/Zip Code	Country
<b>Phone Number:</b>	<b>Fax Number:</b>		
<b>Website (if applicable):</b>			
<b>Director's Name:</b>		<b>Director's Email:</b>	
<b>Payables Contact - Name:</b>	<b>Phone Number:</b>	<b>Email:</b>	

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 AS AN ADDRESS.**

<b>Address:</b>			
City	Prov/State	Postal/Zip Code	Country
<b>Telephone Number:</b>	<b>Fax Number:</b>		

**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: \_\_\_\_\_  
 Phone 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 US dollars (\$USD)**

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

<input type="checkbox"/> I am paying for the entire program in one payment :		<input type="checkbox"/> I am paying for my program in three installments:	
Total Program Fees and Shipping:	\$3,299.00	Total Per Component Program Fees and Shipping:	\$1,183.00
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):		Installment 1 Payment Due (Please Calculate):	\$
		Installment 2 Payment Due (Date _____)	\$
		Installment 3 Payment Due (Date _____)	\$
<b>Total Payment Due (Please Calculate):</b>	<b>\$</b>	<b>Total Payment Due (Please Calculate):</b>	<b>\$</b>

**SPECIAL DISCOUNTS** – You may be eligible for one or both of the following discounts. Please include all that apply as noted above. **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 the entire program in one payment, please deduct \$100.00 from your full payment above. If you are paying for your program in three installments, your discount will 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 above).

**PAYMENT METHOD**

Please Select One:  VISA  MasterCard  Certified Cheque  School Cheque  Bank Draft  Money Order\*  Bank Wire‡

Issue Receipt to:  Student  School

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

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

\_\_\_\_\_  
 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 604.576.6638. Personal uncertified cheques are NOT accepted. \*International Postal Money Orders are accepted. ‡Bank Wire: Please email our center (enroll@montessoritraining.net) for our bank information.
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.

**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 \$2,949.00 (US funds), before any applicable discounts. This includes a non-refundable Registration Fee of \$325.00, a Program Tuition Fee of \$600.00, an admin fee of \$100.00, and a Curriculum Resources Fee of \$1,924.00. Additional Shipping fees apply (\$350.00 for the full program shipment or \$200.00 for each of the three installments/shipments). A single contract must not exceed 18 months.
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. The student understands and agrees that if the tuition and fees are paid by a School, the diploma and transcripts will be sent to the School for release to the graduate.
4. NAMC may adjust the Total Tuition and Fees to accommodate for any applicable Special Discounts (as outlined on page 2 of this contract).
5. The Total Tuition and Fees payable is subject to the terms and provisions of the Tuition Refund Policy.
6. 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 contacts NAMC to return their program materials in their original condition within seven (7) days of their delivery, NAMC will organize to have the program material picked up at the student's expense. Upon receipt and verification of the condition of said materials, a full refund of the Program Tuition Fee and Curriculum Resources 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 30% 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 30% and before 50% 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 50% 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.

### ACADEMIC HONESTY POLICY

A large part of the Montessori philosophy centers around the ideas of respect and personal responsibility. When enrolling in the NAMC training programs, students are expected to uphold and maintain their personal integrity by submitting independently prepared, conscientious work. NAMC encourages students to use, explore, and analyze the manuals and the NAMC blogsite and other resources, as well as information from books, articles, electronic media and personal experiences. Written responses to the assignment questions should be submitted in your own words. Work from other sources should be appropriately referenced and a citation noted (including the website URL, if applicable). This ensures that proper credit is given to the appropriate source.

It is your responsibility to familiarize yourself with the proper procedure for maintaining academic honesty through this policy. You may also seek assistance from Student Services or your personal tutor in understanding the policy and procedures for Academic Honesty.

To support Academic Honesty at NAMC, any work submitted by students may be reviewed for authenticity and originality utilizing software tools and/or third party services.

In submitting their work to NAMC, student consent to their submission undergoing such review and being retained in a database for comparison with other work submitted by students.

**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. Under the *Personal Information Protection Act*, you are entitled to access your student file.
- Other uses of personal information may include purposes of identification, statistical reporting, determining Program Tuition Fee refund entitlements, measuring program performance, or other requirements. The student's personal information collected by the institution will only be used for the purpose for which it was originally collected or for a use consistent with that purpose unless the student expressly consents otherwise.

**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 \$2,949.00 (US funds). This includes a non-refundable Registration Fee of \$325.00, a Program Tuition Fee of \$600.00, an admin fee of \$100.00, and a Curriculum Resources Fee of \$1,924.00. Additional Shipping fees apply (\$350.00 for the full program shipment or \$200.00 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 understand that NAMC will be sending communication in electric format to my email regarding my program of study.

I understand that the copyrighted NAMC Curriculum Manuals and resources included with this program are to be used to study and learn NAMC's diploma program and as a classroom resource for my own personal use after the program. Further, I understand that NAMC does not authorize any person, trainer, training center, college/university, or other organization to use any part of NAMC's copyrighted Curriculum Manuals or resources as part of a formal or informal training program, course, seminar, or any other such study. In addition, NAMC does not authorize any person to photocopy, duplicate, upload in a digital format, or translate any part of NAMC's copyrighted Curriculum Manuals or resources.

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 NAMC PROGRAM DIRECTOR or NAMC REGISTRAR

DATE

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

Internet  Magazine:

School (name, location):

Individual (name):

Other (please specify):

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

Montessori Teacher

School Director

School Owner

Public School Teacher

Interested in Opening a Montessori Center

Homeschooler / Montessori Parent

ECE Teacher

Daycare Professional

Other:

**Special Notes to NAMC:**

Fax your completed Enrollment Contract to: 604.576.6638 or Mail to NAMC: #6 – 17675 66 Avenue, Surrey, BC V3S 7X1 Canada