



STUDENT ENROLLMENT CONTRACT

PART 1 - PROGRAM INFORMATION

Program Title: **Montessori Infant/Toddler (0-3) Diploma Program**

(For office use only)

Contract Start Date:

____/____/____
(MM / DD / YYYY)

Contract End Date:

____/____/____
(MM / DD / YYYY)

Contract:

☐ New
☐ R/I

Program Details:

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

Language of Instruction: English

Schedule: Part Time Program completed via Distance/Home Study

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

This program includes: a full set of NAMC's Montessori Infant/Toddler (0-3) Curriculum Manuals, program assignments available digitally, Curriculum Support Material (CSM), one-year online access to the Learning Environment, 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. You must have access to a computer with high-speed internet connection and a phone/camera with video capability for the program.

PART 2 - STUDENT INFORMATION

Gender:

☐ Female ☐ Male

Legal First Name:

Legal Middle Name:

Legal Last Name:

Note: Your diploma will be issued in the legal name provided above and mailed to you or your school.

Home Mailing Address (required):

City

State

Zip Code

Home Phone Number (required):

Alternate Number:

Date of Birth (required):

MM DD YYYY

Cell Number:

Personal Email Address (required):

Secondary Email Address:

PART 3 - SCHOOL INFORMATION (if applicable)

School Name:

School Mailing Address:

City

State

Zip Code

Phone Number:

Fax Number:

Website (if applicable):

Director's Name:

Director's Email:

Payables Contact - Name:

Phone Number:

Email:

Type of School: ☐ Montessori ☐ Public ☐ Private ☐ Childcare Center ☐ Other

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
Save \$25 when ship to school COURIER DELIVERY; BOX NUMBERS ARE NOT ACCEPTED FOR US ADDRESSES.

Courier Redirection Fees: It is my responsibility throughout the program to provide NAMC with any changes/updates to my delivery address. I agree that I will be charged a fee for any redirected packages and that my diploma will not be released until these fees are paid in full.

Address:

City

State

Zip Code

Phone Number (required):

Email (required):

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)

SPECIAL DISCOUNT – You may be eligible for the following discount. Please indicate as appropriate. **Note:** Your receipt will be adjusted to reflect any applicable special discount.

☐ **NAMC Graduate Discount:** If you have previously completed a NAMC program, please deduct \$150.00 from your first payment 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:	\$2,550 USD	Total Per Component Program Fees and Shipping:	\$880 USD
Less \$150.00 One Payment Incentive:	(150.00)	Less \$150.00 NAMC Graduate Discount (if applicable):	
Less \$150.00 NAMC Graduate Discount (if applicable):		Less: \$25.00 Ship to School Discount (one-time savings off first installment payment)	\$
Less: \$25.00 Ship to School Discount		Installment 1 Payment Due (Please Calculate):	\$
		Installment 2 Automatic Payment Due Date:	\$
		Installment 3 Automatic Payment Due Date:	\$
Total Payment Due (Please Calculate):	\$	Total Payment Due (Please Calculate):	\$
		NAMC will input the dates and numbers in the shaded areas.	

PAYMENT METHOD

Please Select One: ☐ VISA ☐ MasterCard ☐ School Check ☐ Bank Draft ☐ International Postal Money Order

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) _____ Type of Credit Card: ☐ Credit ☐ Debit
Name as it appears on Credit Card _____
If this is not your credit card, what is the relationship of the cardholder to you: _____
Email address for cardholder: _____
Credit Card Number _____ Expiry Date _____ Three-Digit V-Code _____ Signature of Cardholder _____

IMPORTANT NOTES REGARDING YOUR PAYMENTS:

1. All funds are payable to **North American Montessori Center**. If payment is being made by VISA or MasterCard, you may fax your completed Student Enrollment Contract to 604.576.6638. Personal uncertified checks are NOT accepted.
2. If paying by credit card, your credit card company/bank may charge transactions fees.
3. **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 \$2,460.00 (US funds), before any applicable discounts. This includes a non-refundable Registration Fee of \$325.00, a Program Tuition Fee of \$1,046.00, a non-refundable admin fee of \$100.00, and a non-refundable Curriculum Resources Fee of \$989.00. Additional Shipping fees apply (\$90.00 for the full program shipment or \$60.00 for each of the three installments/shipments). A single contract must not exceed 14 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 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, communication about your assignment due dates and any extensions granted may be shared with the School. The diploma and record of marks (and any transcripts ordered) 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, or if a student has completed their program assignments by using outside assistance, such as the unauthorized use of ChatGPT or similar AI tools for generating content that is submitted as one's own work, the NAMC student status will be in jeopardy. If plagiarism is confirmed, the NAMC Student Enrollment Contract could 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 FIRST shipment of 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 the Curriculum Resources Fee will apply. All other fees are non-refundable. 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 NAMC's copyrighted manuals and resources, and personal experiences. Students are expected to complete assignments on their own, without any outside assistance, including the unauthorized use of ChatGPT or similar AI tools for generating content that is submitted as one's own work. NAMC considers this a violation of academic honesty.

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, students 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.
- 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 \$2,460.00 (US funds). This includes a non-refundable Registration Fee of \$325.00, a Program Tuition Fee of \$1,046.00, a non-refundable admin fee of \$100.00, and a non-refundable Curriculum Resources Fee of \$989.00. Additional Shipping fees apply (\$90.00 for the full program shipment or \$60.00 for each of the three installments/shipments). I understand that the program starts immediately upon payment of the Program fees. I understand that I have 10 weeks (for each of the 3 components) to submit my assignments by either mail or email. I understand that NAMC will be communicating by email during my program of study. A single contract cannot exceed 14 months.

I understand that I will have two (2) free extensions during my program. Any additional extensions will be charged at \$25.00 each.

I understand that NAMC's copyrighted Curriculum Manuals and Resources can be used as resources to teach and guide children in a classroom/homeschool environment; these same resources cannot be used to teach other adults about the Montessori method. NAMC does not authorize any person, trainer, training center, homeschool organization, college/university, or any other organization to use any part of NAMC's copyrighted Curriculum Manuals and Resources as part of a formal or informal training program, course, seminar, or guided study.

I understand that no part of this manual is permitted to be photocopied, duplicated, uploaded/scanned into a digital format, or shared in any format for any reason. In addition, no part of this manual may be translated or adapted.

I understand that any customs/duty incurred on the program shipment entering my country will be my responsibility to pay.

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. NAMC will keep a digital copy of the original contract on file.

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:

☐ Web Search: ☐ Magazine: ☐ School:

☐ Individual: ☐ Social Media: ☐ Other (please specify):

PLEASE TELL US A LITTLE ABOUT YOURSELF:

☐ Montessori Teacher ☐ School Director ☐ School Owner

☐ ECE Teacher ☐ Interested in Opening a Montessori School ☐ Homeschooler

☐ Daycare Professional ☐ Montessori Parent ☐ 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