



#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):

- Preschool/Kindergarten: EC (3-6)
- Lower Elementary (6-9)
- Upper Elementary (9-12)
- Other:

Toll-free: 1.877.531.6665 Fax: 604.576.6638 www.montessoritraining.net info@montessoritraining.net

**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 on CD, one-year online subscription to the MyNAMC 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 high-speed internet connection for the program.

**PART 2 - STUDENT INFORMATION**

Gender:  
 Female  Male

Legal First Name and Middle or Given Names:

Legal Surname:

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

Personal Mailing Address (required):  
\_\_\_\_\_  
City State Zip Code

Home Phone Number (required):

Fax Number:

Date of Birth (required):  
MM DD YYYY

Cell Number:

Email (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

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  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

Phone 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: \_\_\_\_\_  
 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 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, please apply your discount 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:	\$2,099.00	Total Per Component Program Fees and Shipping:	\$725.00
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>

**PAYMENT METHOD**

Please Select One:  VISA  MasterCard  Certified Check  School Check  Bank Draft  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)      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 checks are NOT accepted. \*International Postal Money Orders are 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.

## 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 (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 \$999.00. Additional Shipping fees apply (\$75.00 for the full program shipment or \$50.00 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 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.

