

ENROLLMENT AGREEMENT 2018 – 2019

The Cottage Montessori Teacher Education Program is located at 3835 N. West Ave., Fresno, CA 93705

This agreement covers the period from July 9, 2018 – August 30, 2020, giving the student an additional year to complete all assignments and internship period, as permitted by AMS. Scheduled completion date for this cohort is August 30, 2019.

Hours required to complete:

Academic Phase = 300 instructional/contact hours, Practicum Phase = 540 classroom hours

TUITION AND FEES

Application fee (non-refundable) due w/ completed application	\$ 75
Professional fees - (MACTE & AMS) includes membership to AMS	\$ 375
Curriculum Manuals*	\$ 325
Tuition for Academic Phase and Practicum Phase	\$3,000

**Manuals are given for each curriculum area and course - a total of 12 manuals and over 1,700 pages of presentations, lessons and extensions. The Adult Learner will be responsible for adding to this in the form of drawings, sample work, charts & graphs, photos and digital enhancements.*

Additional fees apply for self-directed Internships and off-site trainings. For field visits more than 3, the hourly charge for Field Consultant shall apply (\$35 per hr.) along with mileage and any other travel related fees...lodging, parking fees. Speak with administrator for more details.

The Adult Learner is responsible for providing other learning materials such as pens & paper, binders, sheet protectors. Books for required reading may be checked out of the local public library, the lending library at CMTEP or purchased. It is recommended that these books be purchased as they serve as a source of reference for years to come.

Application deadline is April 15th

Applicants will be notified of acceptance within 1 - 2 weeks. Resource Materials fee, Professional fee and the fee for Curriculum Manuals, along with 50% of the tuition (\$1,500) are due within 15 days of written acceptance to the program. The balance is due at the start of the Academic Phase.

Dismissal, Withdrawal, Cancellation & Refund Policy STUDENT'S RIGHT TO CANCEL

Student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Notice of cancellation shall be in writing, and submitted to the Administrator, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

If a student's behavior is verbally combative and negative, to the extent that it is preventing others from their right to learn, that student may be dismissed at the discretion of the Executive Administrator. The Adult Learner, Director, and Executive Administrator will meet and share their concerns and ask for a behavior plan from the student. If the behavior persists, the Executive Administrator will consult with the Director and make a decision as to whether this person will be dismissed or not.

If a student is absent, it is her/his responsibility to make up work. If that student does not make up the assignments or is absent more than 10% of the time during the Academic Phase, the student may be dismissed, at the discretion of the Executive Administrator, after consultations with the student and Director.

In the event the student is dismissed by CMTEP, the amount of refund as listed below shall apply:

If enrollment is cancelled within 7 days of registration, the full amount paid will be refunded, minus the non-refundable application fee. Cancellation must be in writing.

If cancellation occurs prior to the first day of instruction, any amount paid for *tuition only* will be refunded. The application fee and professional fee will not be refunded. The cost of the manuals, minus the shipping charge to return them, will be refunded.

In the case of the course being cancelled by CMTEP the amount to be refunded shall be as indicated below, less the application fee, which is not refundable.

A refund for the unused portion of the tuition is provided in the pro-rated amount as follows:

<u>% of Attendance Time</u>	<u>Amount of Refund</u>
5% = 15 hours	50% of \$3,000 = \$1,500
10% = 30 hours	30% of \$3,000 = \$ 900
20% = 60 hours	10% of \$3,000 = \$ 300

No refunds are given after completion of more than 20% of the Academic Phase.
All refunds will be given within 30 - 45 days of notice.

Adult Learner Financial Responsibilities

Obligation for timely and complete payment rests with the Adult Learner. In the case of a school sponsorship, it is the responsibility of the student to provide all necessary information to the sponsoring school and ensure payment is made. If student obtains a loan to pay for this program, the student will have the full responsibility to repay the full amount of the loan, plus interest, less any refund.

The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. (CEC §94911(g)(1)(2)) 1) 2

Student is responsible for costs involved with making materials required for coursework. These include but are not limited to an original exercise for each curriculum area, embellishment of albums, a journal, any materials associated with case study. Student is also responsible for purchasing all books that are required reading.

TRANSFER POLICY

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"
"The transferability of credits you earn at **CMTEP** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **ECE Montessori Teacher Credential or the ECE Montessori Associate Credential** you earn in **at CMTEP** is also at the complete discretion of the institution to which you may seek to transfer. If the **Credential** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **CMTEP** to determine if your **Credential** will transfer."

Transfer between AMS programs-

For transfer of a current adult learner from one AMS teacher education program to another, the Candidate must be within the three-year time limit following the original academic phase, be a current member of AMS.

CMTEP must: Review and evaluate previously completed academic and practicum work, and consider the cost of the review, notify the prospective adult learner in writing with the fees and time required to complete all transfer requirements, contact the original program to determine if the adult learner is in good standing including fulfillment of financial obligations , submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form .

Transfer from Teacher Education Programs recognized by AMS - Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE accredited programs) will be considered with verification of the following documentation:

The candidate:

- Have a degree in keeping with AMS credential requirements
- Be a current AMS member or register as an adult learner

CMTEP:

Review and evaluate the credential and portfolio of the candidate; utilize proficiency pretesting to plan a program of study

Determine the minimum requirement of the academic phase that the candidate must take to fulfill AMS qualifications

Require all candidates take Montessori theory and philosophy from the program that will issue the credential recommendation

Determine that practicum requirements of the candidate meet the requirements of an AMS teacher education course practicum

Assess and evaluate proficiency as required by the AMS teacher education program

Ensure that all the requirements of the AMS teacher education program issuing the credential are met

Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form

Transfer from Teacher Education Programs not recognized by AMS

Transfer of credits from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

ATTENDANCE AND ABSENCES

The *Cottage Montessori Teacher Education Program* is a very intensive training, therefore students are required to attend all scheduled classes and labs. It is also imperative that you arrive on time...for your benefit and out of respect to the other Adult Learners. Any student arriving 10 minutes late will be considered tardy. Habitual tardiness (more than 3) will be grounds for dismissal. .

We do understand that situations may arise that are out of the Adult Learner's control, any missed portions of the classroom clock hours must be made up. The Adult Learner must complete the "Plan for Make-Up of Missed Clock Hours" (located in the back of the catalog) and it must be approved by the Program Director.

Excused absences may be made up. (An excused absence is due to illness or bereavement when the Program Director or Executive Director is contacted prior to the beginning of class.) Student is responsible for securing all class notes and assignments from Instructor(s) as well as classmates. In addition, student must make arrangements to see presentations during practice sessions if presentations have been missed.

All Adult Learner's must meet the minimum attendance policy, **which is to be no lower than 95% of total clock hours of the Academic Phase. (15 hours max.) This includes Seminars.**

Adult Learners are required to record their attendance on a daily basis on the Weekly Attendance Sheet, which will be verified each day by the Director or Executive Administrator.

If a student has more excused absences than permitted due to extreme circumstances, at the discretion of the Executive Administrator, may make up the course or part of the course the following term...as long as the course is offered within the three-year period.

This will be at an additional pro-rated cost of the student.

All requirements of the program MUST be met within three years of first day of attendance.

SCHOOL AND STUDENT RECORDS

Student records are maintained on site for a five-year period as required by the California State Law of Educational Institutions. Every effort is made to maintain student records indefinitely.

GRIEVANCE PROCEDURES

As a learning institution, we encourage our students to communicate respectfully, clearly and responsibly to fellow students, instructors, program director and administrators and all staff. We also support our students in taking full responsibility for their learning experience. If an issue arises, the student should first go to the person who can do something about it - the person with whom the issue is with. If resolution is unsuccessful, student may then take their concern to the Program Director, in writing.



The Program Director will discuss and respond appropriately. The Program Director may also request the involvement of the Executive Administrator, who will invite an arbitration committee to participate, appointed by the program. In the event the student is still not satisfied, the next option is to submit in writing, grievance and meet privately with the Executive Administrator with resolution being the intention.

Recognition of the teaching credential of a MACTE accredited program by the State in which the program is being offered: (MACTE A.22):

Cottage Montessori Teacher Education Program
3825 N. West Avenue
Fresno. CA 93705

NON-DISCRIMINATORY POLICY

This course is nonsectarian and admits all students and staff regardless of race, color, sex, or ethnic origin, to all the rights, privileges, programs and activities made available to students. We do not discriminate in the administration of our educational policies, philosophy or admissions policies.

STATE OF CALIFORNIA STUDENT RECOVERY FUND

The Student Recovery Fund (STRF) was established by the Legislature to protect California residents who attend a private postsecondary institution from losing money if you repaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at :

Bureau for Private Postsecondary and Vocational Education
Physical address: 400 "R" Street, Suite 5000, Sacramento, CA 05814-6200
Mailing address: PO Box 980818, West Sacramento, CA 95798-0818
Phone: (916) 445-3427 Fax: (916) 322-2615

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov." *Toll-free telephone #: (888) 370-7589 Web site Address: www.bppe.ca.gov*

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE :
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM = \$3,750.00
THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$750.00

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement."
"I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet."

"I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me."

Signature of student

Program Administrator

Office use only:

Approved: _____ Denied: _____



AMERICAN MONTESSORI SOCIETY
education that transforms lives
Affiliate Program



ACCREDITED BY:
Montessori Accreditation
Council for Teacher Education