



INTERNATIONAL MONTESSORI SOCIETY

9525 Georgia Ave. #200 Silver Spring, MD 20910

Enrollment Contract

**Montessori Teacher Education (2019 -
Primary Level (2-6)**

Start Day

Projected date of Completion
(2-year period from start)

Period covered by enrollment agreement shall correspond to start and completion dates above.

		()	
Student's Name	email	Telephone	
Street	City	State	Zip Code

This contract is for the course entitled **Montessori teacher education program, Primary Level (2-6)**. A total of 22 lessons (each lesson = 10 hours; total 220 clock hours) are required to complete the course. Start date is given with signature of the institution on this enrollment contract. The student's lesson submittal schedule shall be returned by the student with the first completed lesson. *To apply, return completed form to:* IMS, 9525 Georgia Ave. #200, Silver Spring, MD 20910; or by email: havis@imsmontessori.org; Include registration and book fee at time of application.

STUDENT'S RIGHT TO CANCEL:

The student has a right to cancel this enrollment contract and obtain a refund. You may cancel this enrollment contract and receive a refund by providing a written notice to: Lee Havis, Director, International Montessori Society, 9525 Georgia Ave. #200, Silver Spring, MD 20910.

REFUND INFORMATION:

The student has a right to a full refund of all charges less the amount of \$70 for the registration fee if he/she cancels this contract prior to midnight of the eighth business day after the first lesson was mailed. In addition, the student may withdraw from the course after instruction has started and receive a pro rata refund for the unused portion of the tuition. For example, if the student has paid \$130 for a lesson in advance, and submits a written request for refund and withdrawal before its evaluation and return, the entire \$130 shall be refunded within thirty days of the request. For those who have paid in advance for more than one lesson, the following applies; 10% course completed-90% refunded, 25% course completed-50% refunded, 50% course completed-25% refunded, 60% or more course completed- 0% refunded. If the institution cancels or discontinues a course or program, the institution will make a full refund of all charges. Refunds will be paid within 30 days of cancellation or withdrawal.

CANCELLATION INFORMATION

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and books are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund within 45 days, provided the books have not been sent. If the institution sent the first lesson and books before an effective cancellation notice was received by the institution, the institution shall make a refund within 45 days after the student's return of the books.

FEES AND CHARGES (Primary level 2-6)

The student is responsible for the following fees and charges:

Registration:	\$ <u>70</u>
Tuition: (22 lessons @ \$130 per lesson) ¹	\$ 2,860
Books ² :	\$ <u>70</u>
TOTAL CHARGES:	\$ 3,000

1. Tuition payable with each lesson. The first lesson and books required in the course shall be transmitted to the student within seven (7) days after student's admission in the course. The institution shall transmit each of the following lessons to the student, one at a time in order determined by the program director, in such manner that allows the student to always have some coursework to complete in a continuous, diligent manner.
2. Books are sent to the student at the same time as the first lesson in the course — under separate cover from the first lesson. [Add \$40 for shipment outside USA] If the student cancels the enrollment contract as specified here and the student fails to return the books within ten (10) days following the Notice of Cancellation, the institution will retain the full amount paid by the student for such books and no refund whatsoever will be paid. No refund for books shall be made if such books are not in good condition, reasonable wear and tear excepted.

**NOTICE CONCERNING TRANSFERABILITY OR ACCEPTANCE
OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits or certification you earn at the institution is at the complete discretion of an institution, school, or agency to which you may seek to transfer. Acceptance of the certificate or credential you earn in the IMS distance learning course is also at the complete discretion of the institution, school, or agency to which you may seek to transfer or gain entrance or qualification. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution, school, or agency to which you may seek to transfer or gain qualification after attending the IMS distance learning course to determine if your certificate or credential will transfer or receive acceptance.

DESCRIPTION OF MATERIALS:

With each lesson, the student receives a written commentary from the course study guide, which is pertinent to the subject matter of that lesson's assignment. The student also uses the commentary and required texts to complete each assignment.

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

Date

Accepted and approved by:

Signature of School Official

Title

Date