

APPENDIX – B

Early Childhood Enrollment Agreement or Contract

Montessori Teacher Education Center San Francisco Bay Area - Institution
Montessori Early Childhood Teacher Credential Course – Educational Program

1. Total Number of Clock Hours and Credit Hours:

320 Academic Clock Hours
540 Practicum Clock Hours
31.5 Semester Credit Units

2. Total Charges:

Tuition:	\$3200.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
MACTE Fee:	\$ 171.00 (Non-Refundable)
California Student Tuition Recovery Fund	\$ 1.50 (Non-Refundable)
Practicum Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire program:	\$4112.50
Non-Institutional Costs Estimated At:	\$ 600.00

SCHEDULE OF PAYMENT:

INT: _____ THE REGISTRATION FEE OF \$100.00 IS DUE UPON ENROLLMENT (NON-REFUNDABLE.)
INT: _____ THE AMS FEE (\$240.00), MACTE FEE (\$171.00), & FIELD CONSULTANT PRACTICUM VISITS FEE (\$400.00) (IF SELF-DIRECTED, ADDITIONAL \$300.00) THE CALIFORNIA STUDENT TUITION RECOVERY FUND (\$1.50) ARE DUE JULY 1ST

INITIAL THE FOLLOWING WHERE APPLICABLE:

_____ THE TUITION FEE OF \$3200.00 IS DUE JULY 1ST
_____ OR \$200.00 - \$400.00 FOR EACH OF THE EIGHT (8) CURRICULUM COMPONENTS:
1. Practical Life 5. Child Development
2. Sensorial 6. Cultural
3. Mathematics 7. Practicum I – Due September 1st
4. Language Arts 8. Practicum II – Due January 1st
Payment is late after the 1st class of each curriculum component and incurs a \$25.00 late fee. Refund, if applicable, will be deducted from the amount paid.
_____ OR \$1000.00 DOWN PAYMENT HAS BEEN MADE AND TEN (10) PAYMENTS OF \$220.00 ARE SCHEDULED TO BEGIN ON OCTOBER 1ST OF THE YEAR BEGINNING THE PRACTICUM, AND END ON JULY 1ST OF THE FOLLOWING YEAR. Payment is late after the 5th of the month and incurs a \$25.00 late fee. After one month, the entire tuition is due and a 1.5% per month interest fee is incurred. The Student must repay the full amount of the loan; the Student pays no interest. Refund, if applicable, will be deducted from the amount paid.
_____ OR Third Party Payment:
Name:
Address:
City: State: Zip:
Telephone Number: Email:

3. Description of the Early Childhood Teacher Credential Course:

The Montessori Early Childhood Teacher Credential Course is comprised of 320 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Early Childhood Teacher Credential

with a BA or BS degree. Instruction includes Montessori Philosophy/Theory, Child Development/Psychology, Observation, Practical Life, Sensorial, Mathematics, Language, Art, Music, Movement, Physical and Life Science, Social Studies, Classroom Leadership, Parent Involvement/Education – Child, Family and Community, Year-Long Project and Practicum I & II.

4. Student's Right to Cancel:

(1) You have the right to cancel this agreement and obtain a refund of charges paid through the attendance at the first-class session, or the seventh day after enrollment, whichever is later.

(2) **Refund Policy:**

The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference.

(3) **Cancellation of Enrollment:**

Cancellation of enrollment occurs when you give written notice of cancellation at the address of the school shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, telegram, or email. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. The *Notice of Cancellation* form is in the *Student Handbook*, but you can use any written notice that you wish.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after your notice of cancellation is received.

5. If the Student obtains a loan to pay for an educational program, the student has the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal financial aid funds the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

6. If the Student defaults on a federal or state loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the Student, including garnishing an income tax refund, and
2. The Student may not be eligible for any other government financial assistance at another institution until the loan is repaid.

7. Transferability of Credit and Credentials earned at Our Institution:

The transferability of credits you earn at the MTEC SF Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate or units you earn in MTEC SF Bay Area is also at the complete discretion of the institution to which you may seek to transfer. If the certificate or units 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 MTEC SF Bay Area to determine if your credential or units will transfer.

8. (1) Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to Bureau for Private Postsecondary Education, California State Department of Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

9. (2) 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 or by completing a complaint form, which can be obtained on the bureau’s internet web site, www.bppe.ca.gov

10. Required Disclosures:

(a) Montessori Teacher Education Center San Francisco Bay Area
101 Callan Avenue, Suite 420, San Leandro, CA 94577 – Administrative Office
16492 Foothill Boulevard, San Leandro, CA 94578 – Instructional Campus
790 East Duane Avenue, Sunnyvale, CA 94085 – Instructional Campus

(b) Period Covered by this Enrollment Agreement: July 1, 2021 – June 30, 2022.

(c) Course Start Date: July 1, 2021 Scheduled Completion Date: June 30, 2022.

(d) Date by which the Student must exercise his or her right to cancel or withdraw:
July 5, 2021.

(e) Itemization of all MTEC/SFBA charges and fees including as applicable: On Page 1.

11. No distant learning option unless Shelter-in-Place requires it.

Student Signature: _____

Student Name: _____

Street Address: _____ **City** _____ **State** _____ **Zip Code** _____

12. (1) 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, prior to signing this agreement.

Initial: _____ **Date:** _____

13. (2) I certify that I have received the catalog/Student Handbook, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Initial: _____ **Date** _____

14. This Agreement is Legally Binding when Signed by the Student and Accepted by the Institution.

15. Student Tuition Recovery Fund (STRF).

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash guaranteed student loans, or personal loans, and

2. Your total charges are not paid by any third-party payer such as an employer, government program, or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or

2. Your total charges are paid by a third party, such as an employer, government program, other payer, and you have no separate agreement to repay the third party.

Students seeking to enroll in institutions approved under subdivision (b) shall be notified in writing by the institution, prior to executing an enrollment agreement, that, although MTEC/SFBA was approved to operate by the former Bureau for Private Postsecondary and Vocational Education, the institution's application for re-approval to operate has not been reviewed by the bureau pursuant to this chapter.

16. Non-Degree Disclosure Statement: AMS grants the AMS Associate Early Childhood Credential when the course graduate has a high school diploma or GED, but not a Bachelor's degree. Country, state and local employment requirements vary widely and change periodically. In addition, employment requirements vary in different types of schools (e.g. private, public/charter, faith based, publicly funded). In some locations or schools, an Associate Credential may not qualify for full teaching responsibility.

Even if it is currently possible to qualify for a full teaching responsibility without a Bachelor's degree, employment regulations may change in the future. The applicant is responsible for checking specific jurisdictions and schools for particular employment requirements.

Applicants for this AMS Early Childhood course who do not have a U.S. Bachelor degree from a regionally accredited U.S college/university or its equivalent are required to sign a statement verifying that they have received the above information before they are considered for acceptance into this course.

AMS strongly encourages holders of the Associate Credential to obtain a Bachelor's degree within 7 years of credentialing. AMS hopes you consider your credential as the beginning of your journey of lifelong learning.

17. Professional Development Guidelines: Upon receipt of the American Montessori Society Infant and Toddler Teacher Credential, Early Childhood Teacher Credential, Elementary I Teacher Credential or the Elementary I-II Teacher Credential, fifty (50) hours of professional development is required over a five (5) year period to retain the Montessori Teacher Credential.

If professional development hours are not completed within the 5-year period, the teacher's credential is considered inactive until the requirement is met."

18. Accreditation and Affiliation: The Montessori Teacher Education Center San Francisco Bay Area holds MACTE accreditation and AMS affiliation, re-accreditation and re-affiliation occur in March 2021.

19. 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

Dr. Pamela Zell Rigg

Date

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 San Leandro, CA 94577
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**SCHOOL PERFORMANCE FACT SHEET
 CALENDAR YEARS 2019 & 2020**

Early Childhood Course – 12 Months

On-Time Completion Rates (Graduation Rates)

Includes data for the two calendar years prior to reporting

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	Number of On-time Graduates ³	On-Time Completion Rate ⁴
2020	83	83	79	95%
2019	126	126	113	90%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Students Completing Within 150% of the Published Program Length

Calendar Year	Number of Students who Began the Program ¹	Students Available for Graduation ²	150% Graduates ⁵	150% Completion Rate ⁶
2017	81	81	77	95%
2018	88	88	84	96%
2019	126	126	113	90%
2020	83	83	79	95%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Job Placement Rates

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program ¹	Number of Graduates ³	Graduates Available for Employment ⁷	Graduates Employed in the Field ⁹	Placement Rate % Employed in the Field ¹⁰
2020	83	79	58	53	91%
2019	126	113	80	74	93%

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. See *Student Handbook*, "Occupation/Career Information and Placement Services", page 23.

Gainfully Employed Categories

includes data for the two calendar years prior to reporting

Part-Time vs. Full-Time Employment

Calendar Year	Graduates Employed in the Field 20 – 29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2020		53	53
2019	3	71	74

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Single Position vs. Concurrent Aggregated Position

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Position	Total Graduates Employed in the Field
2020	53	0	53
2019	74	0	74

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Self-Employed / Freelance Positions

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment Who Are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2020	0	53
2019	0	74

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

Institutional Employment

includes data for the two calendar years prior to reporting

Calendar Year	Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution	Total Graduates Employed in the Field
2020	0	53
2019	0	74

License Examination Passage Rates – NA – No License Examination

(includes data for the two calendar years prior to reporting)

Student's Initials: _____ Date: _____

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Salary and Wages Information
(includes data for the two calendar years prior to reporting)

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,000 - \$25,000	\$25,000 \$40,000	\$40,000 - \$45,000	\$45,000 - \$50,000	No Salary Information Reported
2020	58	53	3	24	20	6	0
2019	80	74	7	65	2	0	0

Student's Initials: _____ Date: _____

Initial only after you have had sufficient time to read and understand the information.

A list of sources used to substantiate salary disclosures is available from the school.

This information can be obtained by the student on the website under "Fact Sheet".

National estimates for this occupation:

Employment estimate and mean wage estimates for this occupation:

Employment (1)	Employment RSE (3)	Mean hourly wage	Mean annual wage (2)	Wage RSE (3)
431,350	1.2 %	\$16.66	\$34,650	0.6 %

1. State of California, Employment Development Department
 Occupational Wages: Preschool Teachers, Except Special Education (SOC Code: 25-2011)

Annual Wages for 2019	Low (25th percentile)	Median (50th percentile)	High (75th percentile)
California	\$31,916	\$35,202	\$43,545

Source: EDD/LMID [Occupational Employment Statistics Survey, 2019](#) Wages do not reflect self-employment.

Student's Initials: _____ Date: _____ Initial only after you have had sufficient time to read and understand the information.

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Cost of Educational Program

Total Charges for the program for students competing on-time in 2021-2022: **\$4,112.50**.
Total charges may be higher for students that do not complete on time.

Total Charges for the program for students competing on-time in 2020-2021: **\$4,112.50**.
Total charges may be higher for students that do not complete on time.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

Federal Student Loan Debt

Montessori Teacher Education Center San Francisco Bay Area is eligible, but chooses not to participate in federal student loan programs. Therefore, students who attend this institution do not have federal student loans.

Student's Initials: _____ **Date:** _____

Initial only after you have had sufficient time to read and understand the information.

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Student Name – Print

Student Signature

Date

School Official

Date

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Definitions

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.

NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING

Student’s Initials: _____ **Date:** _____

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Definitions - Continued

- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.

Student’s Initials: _____ **Date:** _____

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STUDENT'S RIGHT TO CANCEL

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The refund shall be the amount paid for instruction multiplied by a fraction, the number of which is the number of hours, which have not been received but for which payment was made, and the denominator of which is the total number of hours of instruction for which payment was made. If the amount paid is more than the amount that owed for the time attended, then a refund will be made within thirty (30) days of withdrawal. If the amount owed is more than the amount that already paid, then the student makes arrangement to pay the difference. The Student must exercise his or her right to cancel or withdraw: July 5, 2021

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