

Appendix B

Elementary Level I Enrollment Agreement or Contract Montessori Teacher Education Center San Francisco Bay Area Montessori Elementary Level I Teacher Credential Course

1. Total Number of Clock Hours and Semester Credit Units:

420 Academic Clock Hour = 34 semester units
1080 Practicum Clock Hours = 18 semester units

2. Total Charges:

Tuition:	\$4500.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
MACTE Fee:	\$ 176.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
Total charges for the entire course:	\$ 5433.50
Non-Institutional Costs Estimated:	\$ 450.00

Total Cost of Elementary Level I Educational Course:

Total Charges for the course for students competing on-time in 2023: **\$5,433.50**. Total charges may be higher for students that do not complete on time.

3. 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.

4. Schedule of Fees Payments:

Registration Fee:	\$ 100.00 (Non-Refundable)
due July 1	
American Montessori Society Fee:	\$ 255.00 (Non-Refundable)
due July 1	
MACTE Fee:	\$ 176.00 (Non-Refundable)
due July 1	
BPPE – STRF Fee:	\$ 2.50 (Non-Refundable)
Practicum Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
due September 1	

Student's Initials: _____ Date: _____

5A. Schedule of Tuition Payments:

Language Arts I - Grammar due on first day of class	\$450.00
Language Arts II – Word Study due on first day of class	\$450.00
Mathematics I due on first day of class	\$450.00
Mathematics II due on first day of class	\$450.00
Biological Science due on first day of class	\$450.00
History & Geography due on first day of class	\$450.00
Geometry due on first day of class	\$450.00
Practicum I due September 1	\$450.00
Practicum II due January 1	\$450.00
Geography (Functional) due on first day of class	\$450.00

Total tuition charges for the entire course: \$4,500.00

**5B. Schedule of Tuition Payments –
Installment Option for Summer Schedule Students:**

**\$2000.00 payment & 10 monthly payments of
\$ 250.00 per month for ten (10) payments October 1 to July 1**

5C. Third Party Tuition Payment:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Email: _____

Note: 10% discount on Tuition Fee for three (3) or more students from the same school in the same classes.

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

6. Description of the Elementary Level I Teacher Credential Course:

The Montessori Elementary Level I Teacher Credential Course is comprised of 420 instructional clock hours and 1080 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Elementary Level I Teacher Credential. **BA or BS degree is required prerequisite for AMS credential.**

Instruction includes Montessori Philosophy, Language Arts, Mathematics, Geometry, Biology, History, Geography, Physical Science, Classroom Leadership, Curriculum Design, Art, Music, Movement, Child Development, Practical Life, Practicum Seminar I & Practicum Seminar II, and Practicum Teaching.

6. Student's Right to Cancel:

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.

7. Student's Right to Cancel:

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.

8. 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.

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

9. Transferability of Credits and Credentials Earned at Our Institution:

The transferability of credits you earn at the MTEC San Francisco Bay Area is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion or units you earn in MTEC SFBA is 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 SFBA to determine if your credential or units will transfer.

10. Question Regarding Enrollment Agreement:

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, 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834. Mailing: P.O. Box 980818, West Sacramento, CA 95798-0818 Toll Free Number: 888 370-7589 & Fax: 916 263-1897 www.bppe.ca.gov

11. Filing Complaint

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

12. Location Disclosure Requirement:

Administrative Office -

101 Callan Avenue, Suite 420, San Leandro, CA 94577

Instructional Campuses for Elementary Level I Instruction –

790 East Duane Avenue, Sunnyvale, CA 94085

13. Period Covered by this Enrollment Agreement:

July 1, 2022 – June 30, 2023

14. No Distant Learning Option

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

15. Catalogue or Student Handbook

Prior to signing this enrollment agreement, you must be given a catalog or brochure or Student Handbook, 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.

16. Student Handbook and School Performance Fact Sheet

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 (SPFS).

17. This Agreement is Legally Binding When Signed by the Student and Accepted by the Institution

18. 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.

Applications to renew an approval to operate that had been pending action before the former Bureau for Private Postsecondary and Vocational Education on June 30, 2015 shall be deemed processed as follows:

- (1) Applications received prior to January 1, 2015, shall be granted an approval to operate until March, 2022 to coincide with the anniversary date of the current approval to operate.

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.

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

19. Non-Degree Disclosure Statement:

AMS does not grant the AMS Level I Teacher Credential when the course graduate does not have 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).

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 Elementary Level I 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.**

20. Legally Binding Agreement:

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**

Parvathi Raju

Head of School

July 1, 2022

Signature of School Official **Title of School Official** **Date**