

**Administrator Enrollment Agreement or Contract  
Montessori Teacher Education Center San Francisco Bay Area  
Montessori Administrator Credential Course**

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

184 Academic Clock Hour = 12 semester units  
540 Practicum Clock Hours = 18 semester units

**2. Total Charges:**

Tuition:	\$2025.00
Registration Fee:	\$ 100.00 (Non-Refundable)
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
MACTE Fee:	\$ 166.00 (Non-Refundable)
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
<b>Total charges for the entire course:</b>	<b>\$2931.00</b>
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 2022: **\$2,931.00.**  
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)
<b>due August 1</b>	
American Montessori Society Fee:	\$ 240.00 (Non-Refundable)
<b>due August 1</b>	
MACTE Fee:	\$ 166.00 (Non-Refundable)
<b>due August 1</b>	
BPPE – STRF Fee:	\$ 0.00 (Non-Refundable)
Practicum Field Consultant Visits Fee	\$ 400.00 (Non-Refundable)
<b>due September 1</b>	

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**5. Schedule of Tuition Payments:**

AD.01	Program Development: Licensing, Regulations & Compliance	\$175.
AD.02	Program Development: Working with Families	\$175.
AD.03	Program Development: School Operations	\$175.
AD.04	Program Development: Leading a Montessori School	\$175.
AD.05	Educational Leadership: Communications	\$175.
AD.06	Program Development: Participatory Decision Making	\$175.
AD.07	Educational Leadership: Staff Development	\$175.
AD.08	Educational Leadership: Effective Leadership Strategies	\$175.
AD.09	Program Development: Environment & Quality Principles	\$175.
AD.10	Educational Leadership: Assessment Scale & Learn Differences	\$175.
AD.11.	Program Development: Fiscal Management	\$175.
AD.12.A	Practicum Administration I	NC
AD.12.B	Practicum Administration II	NC
AD.13.A	Practicum Seminars I	\$50.
AD.13.B	Practicum Seminars I	\$50.
AD.14.	Year-long Project	NC

**Total tuition charges for the entire course: \$2025.00**

**5B. Third Party Tuition Payment:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**6. Description of the Administrator Credential Course:**

The Montessori Administrator Credential Course is comprised of 184 instructional clock hours and 540 practicum hours which, when successfully completed, enables the Student to be awarded the American Montessori Society Administrator Credential. **BA or BS degree is required prerequisite for AMS credential.**

**Early Childhood or Elementary teacher credential are required prerequisite for entering the Administrator Credential Course.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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: August 7.

**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.

**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.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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, 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](http://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](http://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:**

August 1, 2021 – June 30, 2022

**14. No Distant Learning Option**

**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).

**Student’s Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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.

**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 Administrator 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.**

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**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.

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**Signature of Student**

**Date**

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**Signature of School Official**

**Title of School Official**

**Date**

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**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2019 & 2020**

**Administrators 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 <sup>1</sup>	Students Available for Graduation <sup>2</sup>	Number of On-time Graduates <sup>3</sup>	On-Time Completion Rate <sup>4</sup>
2022				
2023				

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 <sup>1</sup>	Students Available for Graduation <sup>2</sup>	150% Graduates <sup>5</sup>	150% Completion Rate <sup>6</sup>
2022				
2023				
2024				
2025				

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates**

includes data for the two calendar years prior to reporting

Calendar Year	Number of Students Who Began Program <sup>1</sup>	Number of Graduates <sup>3</sup>	Graduates Available for Employment <sup>7</sup>	Graduates Employed in the Field <sup>9</sup>	Placement Rate % Employed in the Field <sup>10</sup>
2022					
2023					

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
2022			
2023			

**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
2022			
2023			

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Self-Employed / Freelance Positions**

includes data for the two calendar years prior to reporting

<b>Calendar Year</b>	<b>Graduates Employment Who Are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
2022		
2023		

**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

<b>Calendar Year</b>	<b>Graduates Employment in the Field Who are Employed by the Institution, or an Employer Who Shares Ownership with the Institution</b>	<b>Total Graduates Employed in the Field</b>
2022		
2023		

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**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)**

<b>Calendar Year</b>	<b>Graduates Available for Employment</b>	<b>Graduates Employed in Field</b>	<b>\$20,000 - \$25,000</b>	<b>\$25,001 - \$40,000</b>	<b>\$40,001 - \$45,000</b>	<b>\$45,001 - \$50,000+</b>	<b>No Salary Information Reported</b>
2022							
2023							

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

1. Self-reporting by graduates through *DocuSign* is individually collected and organized by year and by course level.
2. United States Department of Labor, Bureau of Labor Statistics, Occupational Employment and Wages, May 201825-2011 Elementary Teachers, Except Special Education.

**National estimates for this occupation:**

Employment estimate and mean wage estimates for this occupation:  
 In May 2018, the median annual wages for elementary school teachers, except special education in the top industries in which they worked were as follows:

Elementary and secondary schools; local     \$59,420  
 Elementary and secondary schools; private     46,410

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

<b>Annual Wages for 2019</b>	<b>Low (25th percentile)</b>	<b>Median (50th percentile)</b>	<b>High (75th percentile)</b>
California	\$63,191	\$82,237	\$98,363

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

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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

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**Definitions - Continued**

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.

“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.”

**NO STATE LICENSING EXAMINATIONS ARE REQUIRED FOR CREDENTIALLING.**

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### **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.

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: August 7, 2021

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.

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