



East Bay Montessori Training (EBMT)

4511 Peralta Blvd, Fremont, Ca 94536

Phone: (510) 474-3949 Fax: (510) 279-5938

Website: www.eastbaymt.com Email: info@eastbaymt.com

Enrollment Agreement

This enrollment agreement is between the Adult Learner and Bay Area Montessori Training, LLC, dba: East Bay Montessori Training, EBMT

Today's Date: _____

Adult Learner's Name: _____ Date of Birth: _____

Home Address: _____

Mobile Phone: _____ Home Phone: _____ Email: _____

Emergency Contact Name: _____ Phone: _____

Employer Name: _____ Position: _____

Work Address: _____

Work Phone: _____

How did you hear about us? or Referred By?

Party responsible for payments:

Adult Learner

Sponsoring School – Head of School or Contact Person /Phone Number

Other - Payer name and phone number

Other payer relationship to Adult Learner _____

Payments:

Check made payable to "East Bay Montessori Training" or "EBMT". Payment can be mailed to:

Attention: Aurelia Florendo – Academic Director

4511 Peralta Blvd, Fremont, Ca 94536

Tuition and Fee Schedule:

Purchase of books is optional, not included in the cost, and will be the adult learner's responsibility.

Manuals are available at Montessori Research And Development:

<https://www.montessorird.com/product-category/early-childhood>

I am applying for the course or courses listed checked in the box below

	Course	Cost	Discount LAPMS Employee	Enter Amount Owed	Due Date On or before
	Application Fee – Non-refundable - One Time Only	\$100.00	Not Applicable	\$100.00	With Application
	Entire EC Montessori Training, including Supervised Practicum and Certification fees paying as each course component begins	\$4,316.00	\$2,501.00		As Courses Begin, Listed Below
	Entire EC Montessori Training, including Supervised Practicum and Certification fees Paying on or before June 3, 2017 for a 10% discount	\$3,884.00	Not Applicable		June 3, 2017
	Individual courses checked below				
	Montessori Philosophy	\$390.00	\$195.00		June 3, 2017
	Practical Life	\$390.00	\$195.00		July 8, 2017
	Observation	\$180.00	\$90.00		Oct. 7, 2017
	Sensorial	\$390.00	\$195.00		Oct. 21, 2017
	Classroom Leadership	\$390.00	\$195.00		Dec. 16, 2017
	Art, Music, and Movement	\$180.00	\$90.00		Jan. 6, 2018
	Math	\$390.00	\$195.00		Jan. 20, 2018
	Child Development	\$390.00	\$195.00		May 5, 2018
	Language	\$390.00	\$195.00		July 14, 2018
	Social Studies	\$180.00	\$90.00		Sept. 22, 2018
	Parent Involvement	\$180.00	\$90.00		Nov. 3, 2018
	Physical and Life Sciences	\$180.00	\$90.00		Nov. 17, 2018
	EC Practicum - Supervised	\$300.00	Not Applicable		Aug. 15, 2017 / Aug. 15, 2018
	EC Practicum - Self Directed if enrolling in the entire course & doing Self-Directed, add only \$300	\$600.00	Not Applicable		Aug. 15, 2017 / Aug. 15, 2018
	Certification Fees	\$386.00	Not Applicable		Aug. 15, 2017 / Aug. 15, 2018
	Review of previous work	\$100.00	Not Applicable		Submitting Documents For Review
	I agree to pay this Total Amount to East Bay Montessori Training				

**Cancellation of Enrollment and Withdrawal Policy - Refund
Enrolled in the Full Early Childhood Montessori Training Course**

An Adult Learner should carefully consider and discuss with the Program Director, any conditions that may necessitate Cancellation of Enrollment or Withdrawal from the course. The Adult Learner has the right to cancel enrollment within 7 days of acceptance into the program or at the first class session, whichever is later. An Adult Learner withdrawing from EBMT will receive a pro-rated refund of unused paid tuition following the schedule below.

To withdraw, the Adult Learner must send a written notice of cancellation of enrollment by certified mail to EBMT's office at 4511 Peralta Blvd., Fremont, CA 94536.

The date of withdrawal will, in every case, be considered the date of the postmark on the envelope containing the written statement of withdrawal. If the student fails to notify the Program Director, no refund will be made.

An Adult Learner withdrawing from EBMT Early Childhood Certificate Course will be responsible for the stated percentage of the total Tuition paid:

- | | |
|--|--|
| Less than 10% of academic program completed
Tuition | - the student will owe 20% of total Tuition |
| 10% - 29% of academic program | - the student will owe 40% of total Tuition |
| 30% - 49% of academic program | - the student will owe 80% of total Tuition |
| 50% or more of the academic program | - the student will owe 100% of total Tuition |

EBMT will refund within 30 days of written notice of withdrawal any difference between the "percentage of total tuition" owed at the time of withdrawal and the payment made. Should an Adult learner withdraw and owe EBMT tuition payment according to the payment schedule, EBMT shall be entitled to collect the amount owed plus the cost of collection of such debt; including but not limited to attorney fees, collection agency fees and court costs.

Enrolled in Individual Course Components

The Adult Learner has the right to cancel enrollment within 7 days of acceptance into the individual course component or at the first class session, whichever is later. An Adult Learner withdrawing from EBMT will receive a pro-rated refund of unused paid tuition following the schedule below.

To withdraw the Adult Learner must send a written notice of cancellation of enrollment by certified mail to EBMT's office at 4511 Peralta Blvd., Fremont, CA 94536. The date of withdrawal will, in every case, be considered the date of the postmark on the envelope containing the written statement of withdrawal. If the student fails to notify the Program Director, no refund will be made.

An Adult Learner enrolled in individual course component who withdraws prior to the first day of the course will be responsible for 25% of the total tuition of that course. If withdrawing once the course has begun, the Adult Learner will be responsible for the stated percentage of the total Tuition for that course component:

- | | |
|--|---|
| Less than 25% of course component hours completed
Tuition for that course | - the student will owe 50% of total Tuition for that course |
| 26% - 49% of course component hours completed | - the student will owe 75% of total Tuition for that course |

50% or more of course component hours completed - the student will owe 100% of total Tuition for that course

EBMT will refund within 30 days of written notice of withdrawal any difference between the "percentage of total tuition" owed at the time of withdrawal and the payment made. Should a trainee withdraw and owe EBMT tuition payment according to the payment schedule, EBMT shall be entitled to collect the amount owed plus the cost of collection of such debt; including but not limited to attorney fees, collection agency fees and court costs.

Please sign the following statements:

I understand that a \$100 nonrefundable Application Fee is due with this agreement. Further, this Application Fee is entirely non-refundable if I am not accepted. I understand that if I am accepted in the program I am responsible for the full tuition and agree that payments will be made in a timely manner. I understand that an unpaid balance may result in termination of enrollment, and/or delay certification upon completion of course requirements.

I acknowledge that I have received the Adult Learner Handbook and I have carefully reviewed it.

I acknowledge that I have read, understand, and agree to all of the terms and conditions outlined in this contract. If I had questions regarding any of the above, I acknowledge that I have asked them and that they have answered to my satisfaction. This contract is legally binding when signed by the Adult Learner and accepted by the EBMT.

I understand that if I do not fulfill its terms and abide by all policies outlined in this contract and Adult Learner Handbook, the EBMT has the right to terminate my enrollment without notice.

Adult Learner's Signature _____ Date: _____

Training Director's Signature _____ Date: _____

EBMT welcomes all Adult Learners, faculty and staff regardless of age, race, color, religious creed, national origin, sexual orientation, religion, citizenship status, marital status, gender identity, disability, ethnicity or any other legally protected status. It provides all rights, privileges, programs and activities generally available to all Adult Learners in the school. It does not discriminate in its administration, educational and/or admission policies.