



Montessori Teacher
TRAINING INSTITUTE

MONTESSORI TEACHER TRAINING INSTITUTE

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Wheeling, IL 60090

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ENROLLMENT AGREEMENT

STUDENT INFORMATION

STUDENT NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE NUMBERS: H) _____ C) _____ W) _____

E-MAIL ADDRESS: _____

SOCIAL SECURITY #: _____ STUDENT ID #: _____

EMERGENCY CONTACT: _____

RELATIONSHIP: _____ TELEPHONE #: _____

PROGRAM INFORMATION

DATE OF ADMISSION: ____/____/____

PROGRAM / COURSE NAME: _____

DESCRIPTION OF PROGRAM / COURSE: _____

PREREQUISITE COURSES & OTHER REQUIREMENTS FOR ADMISSION TO PROGRAM / COURSE:

PROGRAM / COURSE OBJECTIVES: _____

PROGRAM INFORMATION (CONTINUED)

PROGRAM START DATE: _____ SCHEDULED END DATE: _____

FULL-TIME PART-TIME DAY EVENING

DAYS/EVENINGS CLASS MEETS: (circle) M T W Th F Sa Su

TIME CLASS BEGINS: _____ TIME CLASS ENDS: _____

NUMBER OF WEEKS: _____ TOTAL CREDIT or CLOCK HOURS: _____

FINANCIAL AID

Sponsorship by a Montessori school is the most frequent means by which adult learners at AGBMS receive tuition financial assistance. The Admissions/Records Coordinator will advise students on any sponsorships or scholarship opportunities that are available. The Institute does not participate in VA Educational Benefit or government guaranteed student loan programs.

TUITION & FEES

NON-REFUNDABLE REGISTRATION FEE: \$ _____

TUITION: \$ _____

BOOKS & SUPPLIES: \$ _____

MISC. EXPENSES: \$ _____

OTHER: \$ _____

Other Includes: _____

TOTAL COST FOR _____ PROGRAM / COURSE: \$ _____

REFUND / CANCELLATION POLICY

• **Tuition Refund Policy**

- The application payment is \$500 and is a non-refundable application fee.
- Other Course Fees (e.g. MACTE and AMS student fees) are non-refundable after June 15, 2018.
- No refunds of tuition paid will be made after the following Academics dates: June 24, 2018 for the Summer cohort.
- Refunds of tuition paid will be made within 60 days of receipt of the withdrawal and are calculated proportionately to the percentage of the course completed and taking into account administrative costs.
- Should the student’s enrollment be terminated, or should the student withdraw for any reason, all refunds will be made according to the following refund schedule:

- **Tuition Reimbursement Scale or Schedule, Cancellation Policy, Withdrawal Procedure**

- Students who have accepted admission into the program and withdraw by providing written notification will be issued refunds proportionately as outlined below.
- After the Orientation Session has begun, 95% of the total course tuition is refundable to the withdrawn student.
- After the Orientation Session has been completed, 70% of the total course tuition is refundable to the withdrawn student.
- Between Orientation and prior to the first day of Beginning Academics 50% of the total course tuition is refundable to the withdrawn student.
- Between the first day of Beginning Academics and before June 24, 2018 for the Summer cohort, 30 % of the total course tuition is refundable to the withdrawn
- No tuition refunds will be made after the following Academics dates: June 24, 2018 for the Summer cohort.
- In the event that an application is received after the published deadline, and/or the student attends a Late Orientation Session, they will be held to the refund amounts designated for their cohort.

NOTICE TO STUDENT

1. Do not sign this agreement before you have read it or if it contains any blank spaces.
2. This agreement is a legally binding instrument and is only binding when the agreement is accepted, signed, and dated by the authorized official of the school or the admissions officer at the school's principal place of business. Read all pages of this contract before signing.
3. You are entitled to an exact copy of the agreement and any disclosure pages you sign.
4. This agreement and the school catalog constitute the entire agreement between the student and the school.
5. Any changes in this agreement must be made in writing and shall not be binding on either the student or the school unless such changes have been approved in writing by the authorized official of the school and by the student or the student's parent or guardian. All terms and conditions of the agreement are not subject to amendment or modification by oral agreement.
6. The school does not guarantee the transferability of credits to another school, college, or university. Credits or coursework are not likely to transfer; any decision on the comparability, appropriateness and applicability of credit and whether credit should be accepted is the decision of the receiving institution.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the initial enrollment agreement until (5:00 p.m.) of the (3rd) business day after the student has been admitted. If the right to cancel is not given to any prospective student at the time the agreement is signed, then the student has the right to cancel the agreement at any time and receive a refund on all monies paid to date within (60) days of cancellation. Cancellation should be submitted to the authorized official of the school in writing.

STUDENT ACKNOWLEDGMENTS

1. I hereby acknowledge receipt of the school's catalog, which contains information describing programs offered, and equipment or supplies provided. The school catalog is included as part of this enrollment agreement and I acknowledge that I have received a copy of this catalog.

Student Initials _____

2. I have carefully read and received an exact copy of this enrollment agreement.

Student Initials _____

3. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate or credential may be awarded.

Student Initials _____

4. I hereby acknowledge that the school has made available to me all required disclosure information listed under the Consumer Information section of this Enrollment Agreement.

Student Initials _____

5. I understand that the school does not guarantee transferability of credit and that in most cases, credits or coursework are not likely to transfer to another institution. In cases where transferability is guaranteed, [school name] must provide me copies of transfer agreements that name the exact institution(s) and include agreement details and limitations.

Student Initials _____

6. I understand that the school does not guarantee job placement to graduates upon program completion.

Student Initials _____

7. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance to its written grievance policy, may be filed with the American Montessori Society, 116 East 16th Street, New York, NY 10003, or, MACTE Commission, 108 Second Street S W, Suite 7, Charlottesville, VA 22902, or the Illinois Board of Higher Education, 1 N. Old State Capitol Plaza, Suite 333, Springfield, IL 62701 or at www.ibhe.org.

Student Initials _____

The student acknowledges receiving a copy of this completed agreement, the school catalog, and written confirmation of acceptance prior to signing this contract. The student by signing this contract acknowledges that he/she has read this contract, understands the terms and conditions, and agrees to the conditions outlined in this contract. It is further understood that this agreement supersedes all prior or contemporaneous verbal or written agreements and may not be modified without the written agreement of the student and the School Official. The student and the school will retain a copy of this agreement.

Student's Signature

Date

Program Director's Signature

Date

ADDENDUM A

CONSUMER INFORMATION 2018-2019

- The number of students who were admitted in the program as of June 1 of this reporting period will be 10 (ten).
- The number of additional students who were admitted in the program during the next 12 months and classified in one of the following categories: new starts, re-enrollments, and transfers into the program from other programs at the school will be 20 (twenty).
- The total number of students admitted in the program during the 12-month reporting period will be 20 (twenty).
- The number of students enrolled in the program during the 12-month reporting period who: transferred out of the program and into another program at the school, completed or graduated from a program, withdrew from the school, and are still enrolled. N/A at this time
- The number of students enrolled in the program who were: placed in their field of study, placed in a related field, placed out of the field, not available for placement due to personal reasons, and not employed. N/A at this time
- The number of students who took a State licensing exam or professional certification exam, if any, during the reporting period, as well as the number who passed. N/A at this time
- The number of graduates who obtained employment in the field who did not use the school's placement assistance during the reporting period (pending reasonable efforts to obtain this information from graduates). N/A at this time
- The average starting salary for all school graduates employed during the reporting period (pending reasonable efforts to obtain this information from graduates). N/A at this time

“Alexander Graham Bell Montessori School is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.”

“Alexander Graham Bell Montessori School is not accredited by a US Department of Education recognized accrediting body.”