

Caspari Montessori Institute International, Inc.
Montessori Teacher Certification Program
Enrollment Contract

Student Name _____ Email _____

Address _____ Phone _____
Street or PO Box City State Zip

In consideration of the acceptance of this contract by Caspari Montessori Institute, the undersigned agrees with the following terms and conditions and will pay the required fees and charges as specified below.

Application Fee	Tuition deposit	Remaining Tuition
due with application non refundable	due within 15 days of acceptance	includes academic and internship phases, certification fees, manuals and handouts
\$100	\$500	\$3,800

Payment schedule for the remaining tuition after the \$100 application fee and \$500 tuition deposit has been paid:

- _____ Early Payment Plan: \$3,700 paid at least 30 days in advance (\$100 discount)
- _____ Standard Plan: \$3,800 paid by the first day of class
- _____ Extended Payment Plan: contact CMI office to discuss tuition payment options

A place in the program is held and the first assignment is sent after CMI has received the tuition deposit. At this time the student is fully enrolled in the certification program.

A refund of 80% of the tuition will be given if written notice of withdrawal is received before the first day of classes. A refund of 50% of the tuition will be given if written notice of withdrawal is received before 80 hours of scheduled class time has been completed. No refund of tuition is given after 80 hours of scheduled class time. A full refund of fees paid will be given if there is insufficient enrollment to begin the academic phase.

Perfect attendance is required. Absences due to illness or family emergency are excused with the understanding that the student must attend a minimum of 90% of the classes, review missed material and make up missed assignments. The student may be required to attend the missed classes at the next scheduled course or arrange individual tutoring. See student handbook for make up fees and program completion requirements.

The Certificate of Attendance received upon successful completion of all the requirements of the academic phase does not give the recipient of the Certificate permission to represent him/herself as a CMI Montessori teacher. Students in good standing who have completed the academic phase within three years or are currently enrolled and have successfully completed at least 80 hours of the classes and accompanying assignments are eligible to apply for an internship placement. Although there is every attempt to find a suitable internship, the time and place of internship cannot be guaranteed.

Additional expenses for all students:

- Academic phase: textbooks, manual binders and sheet protectors (approximately \$85)
- Internship phase: material making supplies (approximately \$200 to \$300)

Additional fees may apply to some students:

- Site visit travel expenses for distant internship locations, delayed internship enrollment fee, internship re-enrollment and workshop fees, optional college credit. (see Student Handbook)

Optional participation:

- _____ Academic course tuition \$2,800 (does not include internship phase)
- _____ Academic course audit \$1,200 (no submissions required; no handouts or certificate given)

Date Student signature Please print

ACCEPTED BY CASPARI MONTESSORI INSTITUTE INTERNATIONAL, INC.

By _____ Date _____

Caspari Montessori Institute admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan program, and athletic and other school-administered programs.

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