

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 for the course as specified below.

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

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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

**Academic course:**

I understand that my place in the class will be held only after CMI has received the application fee and tuition deposit. I understand that the application fee is non-refundable. I further understand that the tuition is charged to reserve a place in the course, and not for a period of attendance.

A refund of 80% of the academic course tuition fee (\$2,500) will be given if written notice of withdrawal is received before the first day of the course. A refund of 50% of the course tuition fee will be given if written notice of withdrawal is received before the end of the second week. No refund of course tuition is given after the second week of the course. A full refund of fees paid will be given if there is insufficient enrollment to begin the course.

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.

The Certificate of Attendance received upon successful completion of all the requirements of the course 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 course within four years or are currently enrolled and have successfully completed at least 80 hours of the course 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 in advance. There are additional fees for optional university credit.

**Internship phase:**

A refund of 80% of the \$1800 internship fee will be given if written notice of withdrawal is received before the first day of the internship. A refund of 50% of the internship fee will be given if written notice of withdrawal is received before the end of the second month. A refund of 25% of the internship fee will be given if written notice of withdrawal is received before the end of the fourth month. No refund of the internship fee is given after the four month of the internship.

**Optional participation:**

- \_\_\_\_\_ Academic Course tuition \$2,800 (does not include internship; attendance certificate given upon satisfactory completion)
- \_\_\_\_\_ Course Audit tuition \$1,200 (no submissions or attendance requirements; no certificate given)

\_\_\_\_\_  
Date Signature of person financially responsible Please print name of signer

\_\_\_\_\_  
Street or PO Box City State Zip Phone

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.