

**Virginia Montessori Teacher Education Center-Minnesota
Early Childhood Tuition Agreement**

The cost of the VMTEC Early Childhood Credentialing program is \$6900.00

Breakdown of cost:

Application Fee: \$100.00 (applied toward tuition if accepted and enrolled)
Deposit: \$500.00 (applied toward tuition)
Remaining Tuition: \$6300.00

Membership Fee: \$393.00 (due on or before September 1, 2018)

Choices for payment:

- I will remit the total remaining tuition of \$6300.00 on or before June 1, 2018.
- I will pay the remaining tuition of \$6300 in 3 installments as follows:
 - \$2100.00 on June 1, 2018
 - \$2100.00 on July 15, 2018
 - \$2100.00 on October 15, 2018

Students at Practicum sites farther than 50 miles from the training center will incur additional expenses for travel by the field consultant or program director. Charges include mileage and overnight accommodations if necessary. All charges are based on Government rates.

Extended Program Fee

Any student extending coursework or Practicum requirements beyond the enrolled course cycle will incur an additional charge of \$500 per year or any part thereof. The course cycle ends on or before June 30, 2018 or the last day of Oral Exams. You must take Oral Exams on the scheduled date to avoid the extended program fee.

Late Fees

A charge of \$35.00 will apply to all payments not received within 10 days of the respective due dates.

Returned Checks

A charge of \$35.00 will be applied to all checks returned due to insufficient funds.

All students must meet their financial obligation to VMTEC before Oral exams may be taken.

Students should expect to pay between \$600-\$800 in additional supplies for the course. Supplies include books, binders, page protection, printer ink, photos, etc.

**ALL ACCOUNTS MUST BE PAID IN FULL AT THE TIME OF EACH SEMINAR
UNLESS PRIOR WRITTEN CONSENT IS OBTAINED BY THE COURSE DIRECTOR.**

TUITION REFUND SCHEDULE FOR WITHDRAWAL- Minnesota

1. An applicant who has been accepted into the program and who signs a contract to enter into the Montessori Early Childhood or the Elementary I teacher training program has 5 business days to cancel before the start of the course schedule is entitled to a full refund of any monies paid with the exception of the non-refundable application fee.
2. After the program has begun until it is 75% completed, refunds for students who withdraw from the program are determined on a prorated basis based on the number of days in the term as a portion of the total charges for tuition.
3. Once the program has surpassed 75% completion of the course cycle, no refunds will be granted.
4. This refund policy will be outlined, with a specific date for prorated refund based on the course schedule for that year, in the tuition agreement which serves as a contract between the adult learner and VMTEC-MN.
5. If a student withdraws from the program at any time, the books that the student has purchased from VMTEC-MN are considered the student's property and will not be accepted for a return for refund.
6. Any items purchased by the student and required by the program (3 ring binders, paper, page protectors, pencil, glue, dividers, etc) which are listed under supplies, are the property of the student. These items are not purchased from VMTEC-MN and therefore monies for these items will not be refunded.
7. Any eligible withdrawals provided in writing to the Center will be acknowledged in writing within ten business days of receipt of withdrawal letter. Any applicable monies will be refunded within 30 business days.
8. If VMTEC-MN cancels the program, courses or is unable to continue to operate, all tuition will be refunded.

9. If you do not withdraw in writing or contact the institution about your absence, and you have not attended your program for 21 consecutive days, you will be considered to have withdrawn from the school as of your last date of attendance.

Notices of withdrawal and request for tuition refunds must be made in writing to the Program Director. The \$100.00 application fee is non-refundable after the start of the course. The refund will be based on the remaining \$6800.00. Paid membership fees of \$393.00 are non-refundable after the Practicum begins. Appropriate refund based on the refund policy will be made within 30 days of approval.

VMTEC is non-sectarian and does not discriminate on the basis of race, gender, sexual orientation, religion, and spiritual beliefs, handicaps, marital status, age, class, or political affiliation in administration of educational policies admission or tuition.