

**Virginia Montessori Teacher Education Center**  
**Tuition Agreement**

The cost of the VMTEC certification program is \$6000.00 Please review the following payment options and confirm your choice of payment plan by signing the accompanying form. Supplies are the responsibility of the student.

Breakdown of cost:

Application Fee:	\$100.00
Books/Materials Fee:	\$400.00
Membership Fee:	\$300.00
Tuition:	\$5200.00

Plan 1. An application fee of \$300.00 upon submitting application.  
Remaining tuition of \$5700.00 is payable upon acceptance.

Plan 2. An initial deposit of \$500.00 upon submitting application. \$400.00 of this deposit is refundable should student not be accepted. The deposit is refundable if the course does not run the current cycle. The deposit will be applied to the books and materials fee. The remaining balance of \$5500.00 is payable in three installments:

June 1, 2015	\$2500.00
July 1, 2015	\$2500.00
March 1, 2016	\$500.00

Late Fees: A charge of \$15.00 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.

Students at internships 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.

**Students should expect to pay between \$600-\$800 in additional supplies for the course. Supplies include 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 Refunds for Withdrawal

Should early withdrawal from the training become necessary, tuition obligations will be refunded on the following basis:

A student who enters the school but withdraws or is terminated during the first quartile (25%) of the program shall be entitled to a refund amounting to 75% of the cost of the program.

A student who withdraws or is terminated during the second quartile (more than 25% but less than 50%) of the program shall be entitled to a refund amounting to 50% of the cost of the program.

A student who withdraws or is terminated during the third quartile (more than 50% but less than 75%) of the program shall be entitled to a refund of 25% of the cost of the program.

A student who withdraws after completing more than three quartiles (75%) of the program shall not be entitled to a refund.

Notices of withdrawal and request for tuition refunds must be made in writing to the course director. The \$400.00 book fee, \$300.00 membership fee and the \$100.00 application fee are non-refundable after the start of the course. The refund will be based on the remaining \$5200.00. Valid reasons for withdrawal must be given. Documentation of transfer from area or of illness resulting in withdrawal will be required. The student is to realize that faculty obligations have been based on enrollment numbers for the course. Appropriate refund 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.

This tuition agreement pertains to the 2015-2016 course cycle, which begins in June 2015 and ends with final exams in August 2016. Any student extending coursework or internship requirements beyond this designated course cycle will incur a charge of an additional \$500.00 per year or any part thereof.

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2015-2016

Please indicate, **by circling**, the tuition plan which you wish to utilize during this year to complete the tuition owed to VMTEC. The amount listed includes all fees to AMS and required reading books. It also includes a two year membership to AMS. It does not include supplies for making classroom activities.

Tuition Plan #1	
Application Deposit	\$300.00
Remaining Tuition	\$5700.00

Tuition Plan #2	
Application Deposit	\$500.00
June 1, 2015	\$2500.00
July 1, 2015	\$2500.00
March 1, 2016	\$500.00

Please read the outlined Financial Policies and indicate your preference for plan 1 or 2. Sign and date before returning, please keep a copy for your personal records.

In the event that VMTEC does not have a minimum enrollment of at least 5 participants for this course cycle, the course will not run as scheduled. VMTEC will refund your application fee if the course does not run as scheduled.

This tuition agreement pertains to the 2015-2016 course cycle, which begins in June 2015 and ends with final exams in August 2016. Any student extending coursework or internship requirements beyond this designated course cycle will incur an additional charge of \$500.00 per year or any part thereof.

Students' Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Director's Signature \_\_\_\_\_ Date \_\_\_\_\_