**Early Childhood Tuition Agreement**

**Virginia Montessori Teacher Education Center-Minnesota**

**2013 Scenic Pkwy**

**Chesapeake, VA 23323**

**757-547-0221**

**Teaching Site:**

**St. John The Baptist Catholic Montessori School**

**638 Mill Street**

**Excelsior, MN 55331**

The cost of the VMTEC Early Childhood Credentialing program is $6900.00 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 (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, 2020)

Deposit is due with the signed contract

I will remit the total remaining tuition of $6300.00 on or before June 1, 2020.

I will pay the remaining tuition of $6300 in 3 installments as follows:

$2100.00 on June 1, 2020

$2100.00 on July 15, 2020

$2100.00 on October 15, 2020

Please initial indicting that you have read and agree to each section:

\_\_\_\_\_\_ 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 and additional charge of $500 per year or any part thereof. The course cycle ends on or before June 30, 2021 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.

Financial Aid: VMTEC does not provide financial assistance to students. Scholarship information may be obtained through the American Montessori Society (amshq.org). VMTEC participates in the MYCAA program for military dependents.

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 COUSRE DIRECTOR.**

**BUYERS RIGHT TO CANCEL OR WITHDRAW**

**TUITION REFUND SCHEDULE FOR WITHDRAWAL**- **Minnesota**

1.If your application is rejected, you will receive a full refund of all tuition, fees, and other charges. You will be entitled to a full refund of tuition, fees, and other charges if you give notice that you are cancelling your contract within five business days after the contract or enrollment agreement is considered effective. A contract or enrollment agreement will be presumed to effective on the date of that the institution notifies you that you have been accepted into the institution and you have signed the contract or enrollment agreement. If the notification of acceptance into the institution is sent by mail, then the effective day of being accepted is the postmark on the acceptance letter.

2.This five-day refund policy applies regardless of when the program starts. If you give notice more than five days after you signed the contract, but before the start of the program (or first lesson for an online distance education program), you will receive a refund of all tuition, fees, and other charges minus 15%, up to $50, of the total cost of the program. You will be provided a prorated tuition, fees, and other charges refund minus a 25% fee, up to $100 administrative if you give notice of your withdrawal after your program has begun, but before 75% program has completed. If you withdraw from your program after 75% of the program has completed, you are not entitled to a refund of tuition, fees, and other charges.

3.You will receive written notice acknowledging your withdraw request within 10 business days after receipt of the notice and you will receive a refund of any tuition, fees, and other charges within 30 business days of receipt of your withdrawal. Written notice is effective of the date of the postmark if sent by mail or the day it has been hand-delivered to the institution. 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.

4. The program is made up of instructional days, including 26 distance education lectures and 39 face to face days of instruction. The practicum is separate from the “Program” and no additional tuition is charged.

5. 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.

6.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.

7. 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.

8. If VMTEC-MN cancels the program, courses or is unable to continue to operate, all tuition will be refunded.

9. Notices of withdrawal and request for tuition refunds must be made in writing to the Program Director. All refunds are based on the refund policy stated above and the Buyer’s Right to Cancel.

10.Paid membership fees to MACTE and AMS in the amount of $393.00 are non-refundable after six weeks from the start of the course cycle. VMTEC is required to pay these fees to accrediting and affiliating bodies (MACTE and AMS) within six weeks of the start of our program. Appropriate refunds based on the refund policy are 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.

The Early Childhood program has a total of 347 face-to-face clock hours of instruction and 26 hours of distance education. The adult learner is also required to complete a 540-hour internship. Upon successful completion of the VMTEC- Minnesota teacher education program the student will receive either an associate or regular Montessori teaching credential for children ages 3-6 years, depending on previous education.

This tuition agreement pertains to the 2020-2021 course cycle, which begins in June 2020 and ends with final exams in summer 2021. 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.

*Virginia Montessori Teacher Education Center is licensed as a private career school with Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.821 to 136A.832. Licensure is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.*

*Virginia Montessori Teacher Education Center is accredited by MACTE and affiliated by the American Montessori Society through June 23, 2021.*

**This document is a legally binding instrument upon written acceptance of student unless formally cancelled pursuant the *Buyer’s Right to Cancel*.**

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(Print Full Name)

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(Signature) (Date)

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(VMTEC Representative) (Date)

Buyers Right To Cancel

NOTICE OF CANCELLATION

What is the program you want to cancel? ☐ Early Childhood-Minnesota

☐ Elementary I- Minnesota

☐ Early Childhood- Virginia

When did you sign up for this program? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)

If you no longer want to take this program you may cancel it by sending a signed and dated copy of this or any similar cancellation notice to the address below no later than midnight of the fifth business day following the post-marked date of the Center’s letter of acceptance.

Virginia Montessori Teacher Education Center

2013 Scenic Parkway

Chesapeake, Virginia 23323

If you cancel, any payments made by you under the contract or sale will be returned within 30 business days following the postmarked date of the Notice of Cancellation.

I HEREBY CANCEL THIS TRANSACTION.

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(Buyer's Signature) (Date)