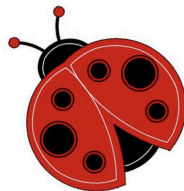


Montessori Teacher College Sacramento Application and Admission Packet

Montessori Early Childhood Teacher Education Program
Ages 2 ½ - 6



8842 Williamson Drive
Elk Grove, CA 95624
916-685-6874

Website- www.montessoriteachercollege.school

Sara Nelson, M.Ed., Director

Email- sara.nelson@montessoriteachercollege.school

Accredited with MACTE
Montessori Accreditation Council for Teacher Education



Full Accreditation with www.MACTE.org, International Montessori Council & CA BPPE
information@montessoriteachercollege.school

ONSITE CLASSES ARE HELD AT:
ELK GROVE MONTESSORI SCHOOL
8842 Williamson Drive
Elk Grove, CA 95624
Phone (916) 685-6874
www.montessoriteachercollege.school

Table of Contents:

Adult Learner Interview Questions	3
Total Course Content Components:	5
Program Fees:	6
Cancellation of Agreement § 94318:	7
Withdrawal from Course - Refund of Tuition:	9
Notice of Students Rights:	10
Calculation of Refund:	11
Adult Learner Information Page	12
Practicum/Student Teaching Information:	13
Enrollment Agreement with Montessori Teacher College Sacramento:	14

Before enrolling in Montessori Teacher College Sacramento, we recommend following a pre-admission process to ensure a smooth and informed start to your educational journey. Take time to thoroughly review and research the program to ensure it aligns with your professional goals and expectations.

Schedule an interview with the program administrator to complete the interview process, to be followed up with the administration of the Wonderlic (Scholastic Level Assessment) as a part of the standard application and admission requirements by the BPPE.

Carefully review the Enrollment Agreement, which details program charges, policies, and other key aspects. Once reviewed, sign and initial all sections of the agreement. You'll then need to pay the non-refundable application fee to secure your place - then finalize your payment plan, and with everything completed, you'll be ready to embark on the program and begin your Montessori teacher training.

At Montessori Teacher College Sacramento, the Enrollment Agreement provides a comprehensive outline of essential details for your educational journey. It includes a breakdown of total program charges, ensuring transparency in tuition and fees.

The agreement also covers dispute policies and procedures, tuition recovery information, and students' rights to cancel or withdraw, clearly defining the processes and deadlines for these actions and an overall review of the program structure and offerings.

This agreement serves as a valuable guide, helping you navigate your responsibilities and the support available throughout your time in the program.

Adult Learner Interview Questions

Adult Learner: _____ Date _____

** Please describe the characteristics and demeanor of a teacher in an Early Childhood classroom.

1. List three specific characteristics of nurturing. _____

2. Name your strengths when working with children. _____

3. Name your personality strengths when working with adults. _____

4. Give three characteristics of a dysfunctional team. _____

5. Give three characteristics that contribute to a functioning team.

6. What are your overall goals and objectives with regards to the Montessori TEP?

7. Please describe what you feel are the current trends and issues in the field of Early Childhood (2 ½ -6) education. _____

8. Describe a specific experience when you felt successful regarding your work with children. _____

9. Please explain your greatest challenge as a student, and describe how you resolved this particular crisis. _____

Adult Learner's Signature

Date

Director's Signature

Date

** Wonderlic test schedule date: _____

Montessori Teacher College Sacramento 2 ½ - 6 Program:

Total Course Content Components:

This Montessori Early Childhood Course is 1242 hours including course component contact hours, independent study, and practicum. 1 Unit= 2 week course; 2 units= 6 week course; 3 units= 8 week course. (Each week consists of up to 7 minimum contact hours.)

Legend: Minimum Contact hours= * In residence = On-site Homework and assignments outside of class (synchronous or asynchronous), and Total Clock/unit Hours= 1 semester unit at 18 hours.

<u>HyFlex Course Component Requirements</u>	<u>* Minimum In-Residence Hours</u>	<u>Total Clock/Unit Hours</u>	<u>Total Units</u>
<u>Montessori Principles and Philosophy</u>	<u>16.5</u>	<u>54</u>	<u>3</u>
<u>Diversity in Education, Human Development & Child, Family and Community</u>	<u>6</u>	<u>54</u>	<u>3</u>
<u>Life Skills Development /Practical Life</u>	<u>7.5</u>	<u>54</u>	<u>3</u>
<u>Sensory Motor Development /Sensorial</u>	<u>6</u>	<u>54</u>	<u>3</u>
<u>Mathematics Education</u>	<u>23</u>	<u>54</u>	<u>3</u>
<u>Language Arts Development</u>	<u>8</u>	<u>54</u>	<u>3</u>
<u>Equity in Education, Behavioral, Social and Physical Sciences /Cultural Subjects</u>	<u>16.5</u>	<u>54</u>	<u>3</u>
<u>Classroom Management and School Leadership</u>	<u>19.5</u>	<u>54</u>	<u>3</u>
<u>Academic Total</u>	<u>123</u>	<u>486</u>	
<u>Practicum / Student Teaching</u>	<u>20</u>	<u>54</u>	<u>10</u>
<u>Academic and Practicum Total</u>	<u>1242</u>	<u>756</u>	<u>34</u>

Adult Learner Initial of Understanding: _____

Program Fees for dates: August 1, 2024 - July 30, 2025

	<u>Early Childhood</u>
Application - NO-REFUNDABLE	\$ 250.00
Tuition	\$ 4,800.00 (34 units)
Books & Materials**	\$ 300.00
Certification Fees	\$ 500.00
MACTE / IMC Affiliation Fees	\$425.00
STRF Assessment Fee (non-refundable)	\$0.00
TOTAL charges for period of attendance / the entire educational program	\$ 6,275.00

* Tuition is based on a rate of \$160.00 per unit ** Approximate cost ***Prices subject to change without notice.

** (a) Each qualifying institution shall collect an assessment of zero dollars (\$0.00) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

TUITION PAYMENT PLAN:

TOTAL AMOUNT DUE \$ _____

MONTHLY PAYMENTS \$ _____

PAYMENTS BEGIN ON _____ AND END ON _____

INTEREST CHARGES _____ DEPOSITS/DISCOUNTS _____

PROGRAM START DATE _____ AND COMPLETION DATE _____

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE; ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM; and THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT. (CEC §94911(c))

YOU ARE RESPONSIBLE FOR THIS AMOUNT.

IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN PLUS ANY APPLICABLE INTEREST.

If you default on a federal or state loan, both the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid. (CEC §94911(g)(1)(2))

With Montessori Teacher College Sacramento offering a distance educational program where the instruction is not offered in real time shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission.

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

(1) An institution shall transmit all of the lessons and other materials to the student if the student:

(A) has fully paid for the educational program

(B) after having received the first lesson and initial materials, requests in writing that all of the material be sent.

(2) If an institution transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by 56 BPPE Regulation 5 CCR 70000-76240 Effective October 1, 2024 the student, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.

Adult Learner Initial of Understanding: _____

NOTICE OF REFUND PROVISIONS -
"THE BUYER'S RIGHT TO CANCEL"
STUDENT: THIS NOTICE IS IMPORTANT.
PLEASE KEEP THIS INFORMATION FOR YOUR RECORDS.

Cancellation of Agreement § 94318:

You have the right to cancel this agreement for a course of instruction, including any equipment such as books, materials, supplies, or any other goods related to the instruction offered in this Agreement, through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you no longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use on the first day of class, but you can use any written notice that you wish.

If the School has given you any equipment, including books or other materials, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this agreement, the school will refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 30 days after notice of cancellation is received.

You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later and if you have received federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds.

Adult Learner Initial of Understanding: _____

Montessori Teacher College Sacramento - Notice of Cancellation by Adult Learner:

This is the procedure that the Adult Learner is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund.

Date Admitted to Course: _____

No Later Than: _____

(after the first class session, or the seventh day after enrollment, whichever is later)

1. "The student may cancel this contract for school, without any penalty or obligation by the date stated below."
2. "If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice."
3. "But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30- day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you keep the equipment."
4. "To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send telegram to

Montessori Teacher College Sacramento

Name of institution

8842 Williamson Drive, Elk Grove, CA 95624

address of institution

"I am writing to cancel the contract for school."

Adult Learner's Signature

Date

REMEMBER, YOU MUST CANCEL IN WRITING.

You do not have the right to cancel by just telephoning or by not coming to class.

Adult Learner Initial of Understanding: _____

Withdrawal from Course - Refund of Tuition:

You have the right to withdraw from a course of instruction at any time."If you withdraw from the course of instruction after the allowable cancellation period, which is either after the first class session or the seventh day after enrollment, whichever comes later, , the school will remit a refund minus a registration fee, if applicable, not to exceed \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the agreement as a separate charge, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this 30-day period, the school may offset against the refund the documented cost to the school of that equipment. You shall be liable for the amount charged, and the amount the school has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the front of this page.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Adult Learner Initial of Understanding: _____

**94316.20. NOTICE OF STUDENT RIGHTS;
RIGHT TO CANCEL CONTRACT**

(a) When a person executes an agreement obligating that person to pay any money to an institution for a course of instruction or related equipment, the institution shall provide the person with a document containing only the following notice:

Notice of Students Rights:

"1. You may cancel your contract for school, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you at (insert 'the first class you go to' or 'with the first lesson in a home study or correspondence,' whichever is applicable). A different cancellation policy applies for home study or correspondence courses.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

"2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy."

"3. If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.

Unresolved complaints may then be directed to by writing or calling:

- STATE OF CALIFORNIA- California Bureau for Private Postsecondary Education
2535 Capitol Oaks Dr #400, Sacramento, CA 95833
(888) 370-7589
- MONTESSORI ACCREDITATION COUNCIL FOR TEACHER EDUCATION
420 Park Street
Charlottesville, VA 22902
Phone- 434-202-7793, www.macte.org

Adult Learner Initial of Understanding: _____

Calculation of Refund:

Hypothetical Refund Example:

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$100.00 for registration, and \$150.00, documented cost to school, for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro-rata refund to the student would be \$1,518.75 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

\$2100	\$75	x 300 hours of instruction	= \$1,518.75
amount paid for instruction (\$2000 tuition plus \$100 registration)	registration fee (amount school may retain)	<u>paid for but not received</u> 400 clock hours of instruction for which the student has paid	initial refund (deduct \$0 for documented cost of unreturned equipment)

= \$1,518.75, Actual refund amount

If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1,668.75 (\$1,518.75 plus \$150.00).

Refund Policy:

The enrolled student has the right to a full refund of all tuition charges if the enrollment agreement is canceled before or on the first day of instruction (minus the registration, STRF fees and association fees which are non-refundable).

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all/part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

Adult Learner Initial of Understanding: _____

"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"

"The transferability of credits you earn at MTCS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Early Childhood certificate units you earn from MTCS is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MTCS to determine if your units will transfer."

Montessori Teacher College Sacramento does not offer any housing or dormitory facilities.

Adult Learner Information Page

MONTESSORI TEACHER COLLEGE SACRAMENTO
8842 Williamson Drive, Elk Grove, 95624

Adult Learner Information:		
First / Last Name	DOB	SSN
Mailing Address	Email Address	
Phone Number		

Place of Employment		Employment Address
Supervisor Name	Supervisor Email	

§

94316 Subsection

Practicum/Student Teaching Information:

Date to Begin Course _____

Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____

Employment Name: _____

Address: _____ City: _____ State _____ Zip _____

Phone: _____

Graduation Date: _____

Date of employment: _____

Position: _____

Hours per week: _____
(must be 30 or more)

VERIFICATION OF 60 DAY EMPLOYMENT FOLLOW UP

Follow up date: _____

Still employed: _____ Yes _____ No

If no, exit date: _____

If yes, school transfer name: _____

Person obtaining information from: _____

Enrollment Agreement with Montessori Teacher College Sacramento:

Your signature on this agreement acknowledges that:

“I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me, that I have received and have read the MTCS Administration Policies and Procedures Handbook and that I fully understand my adult learner rights.”

Adult Learner Signature

Date

MTCS Director Signature

Date

**THIS AGREEMENT IS ONLY BINDING WHEN IT IS SIGNED BY THE STUDENT
AND THE SCHOOL REPRESENTATIVE.**

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Sara Nelson, M.Ed.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Web site Address:

www.bppe.ca.gov

Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897 (916) 574-8900 or by fax (916) 263-1897

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau’s Internet Web site: www.bppe.ca.gov.”

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I, _____, have received above stated brochure and School Performance Fact Sheet.

I, _____, certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

MTCS braids programming between online / distance education and in person / physical / site based campus experiences. It is the intention to serve and meet the holistic and academic needs of all adult learners to become professional educators. This program offers strong cohort building components to support like minded learners through the understanding of the Montessori philosophy and curriculum, to the prepared environment, development, and

implementation for children 2 ½ -6. The online component will be offered in realtime and all materials needed will be provided prior the start of all coursework.