

# 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](http://www.montessoriteachercollege.school)

Sara Nelson, M.Ed., Director

Email- [sara.nelson@montessoriteachercollege.school](mailto:sara.nelson@montessoriteachercollege.school)

Accredited with MACTE  
Montessori Accreditation Council for Teacher Education



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Applicant in Good standing with [www.MACTE.org](http://www.MACTE.org), [International Montessori Council](http://International Montessori Council) & CA BPPE  
[information@montessoriteachercollege.school](mailto:information@montessoriteachercollege.school)  
8842 Williamson Drive, Elk Grove, CA 95624  
916-685-6874

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## Pre-Admission Evaluation

Montessori Teacher College Sacramento reserves the right to counsel an individual prior to admission of the teacher preparation program. The following writing and oral discussions are required in an orientation with the college director before entrance to the course is offered. This is followed up with the administration of the Wonderlic (Scholastic Level Assessment) as a part of the standard application and admission requirements.

For certification purposes, in addition to this requirement, all students must pass the first fifty hours of academic coursework by examination. This exam is credited toward your formal entrance and continuance to the course and entrance to the student teaching.

Please see MTCS and IMC general policies for information on transfers, continuing students enrollment, and dismissal procedures.

### Teacher Preparation Program- Interview Questions

Name \_\_\_\_\_ 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.
  - a. Give three characteristics of a dysfunctional team.
  - b. Give three characteristics that contribute to a functioning team.
5. What are your overall goals and objectives with regards to the Montessori TEP?
6. Please describe what you feel are the current trends and issues in the field of Early Childhood (2 ½ -6) education.
7. Describe a specific experience when you felt successful regarding your work with children.
8. Please explain your greatest challenge as a student, and describe how you resolved this particular crisis.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

## Tuition / Tuition Agreement:

Enrollment Agreement for Montessori Teacher College Sacramento...  
Early Childhood Program

### PROGRAM FEES

	<u>Early Childhood</u>
<b>Application</b>	\$ 250.00
<b>Tuition</b>	\$ 4,800.00 (30 units)
<b>Books &amp; Materials**</b>	\$ 300.00
<b>Certification Fees</b>	\$ 500.00
<b>MACTE / IMC Affiliation Fees</b>	\$425.00
Payment Plan	Optional
<b>TOTAL</b>	<b>\$ 6,275.00</b>

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

TUITION PAYMENT PLAN:

TOTAL AMOUNT DUE \$ \_\_\_\_\_

MONTHLY PAYMENTS \$ \_\_\_\_\_

PAYMENTS BEGIN ON \_\_\_\_\_ AND END ON \_\_\_\_\_

INTEREST CHARGES \_\_\_\_\_ DEPOSITS/DISCOUNTS \_\_\_\_\_

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

**MONTESSORI TEACHER COLLEGE SACRAMENTO**

**8842 Williamson Drive, Elk Grove, 95624**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student DOB

\_\_\_\_\_  
Social Security No.

\_\_\_\_\_  
Street Address,

\_\_\_\_\_  
City, State Zip Code

\_\_\_\_\_  
Start Date

\_\_\_\_\_  
Scheduled Completion Date

\_\_\_\_\_  
Adult Learner's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date

**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 and supplies or any other goods related to the instruction offered in this Agreement, until midnight of the fifth business day after the first class you attended. Business day means, except for home study or correspondence, a day on which you were scheduled to attend a class session.

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 at 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.

**Withdrawal from Course- Refund of Tuition 94318 (Subsection d)**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the fifth business day following the first class you attended, the school will remit a refund less 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 a 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.

## 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 STUDENT RIGHTS"

"1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session 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](http://www.macte.org)

### **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 %1518.75 based on the calculation stated below. If the student returns he 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	registration	<u>paid for but not received</u>	initial refund
instruction	fee (amount	400 clock hours of instruction	(deduct \$0 for
(\$2000 tuition plus	school may	for which the student has	documented cost of
\$100 registration)	retain) paid		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).

**Enrollment Agreement continued...**

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following circumstances occur:

- a. You notify the school of your withdrawal on the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you submit an incomplete lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

**BE SURE TO READ THE FRONT OF THIS AGREEMENT.  
IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

**TOTAL FEES, CHARGES, AND EXPENSES**

The School may retain up to \$75.00 if the Agreement is not canceled before midnight of the fifth business day following the first class attended. This fee may be retained after the student has received the first lesson in a home study or correspondence course.

- Moneys are prorated upon course withdrawal. Refer to refund provisions in this Agreement.
- Equipment includes all textbooks, supplies, materials, implements, tools, machinery, computers, electronic devices, or any other goods related to the instruction offered in this agreement. The total amount charged for each item of equipment is stated on the attachment.

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

**MATERIAL COST BREAKDOWN TO COMPLETION OF THIS COURSE**

Students are required to place all of the printed materials into the Google Suite.

(These costs are not part of or included in the college tuition price.)

**Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given:**

\_\_\_\_\_  
Signature of Adult Learner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature and Title of School Official

\_\_\_\_\_  
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., Director of the college.

## "NOTICE OF STUDENT RIGHTS"

"1. You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session 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:

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420 Park Street  
Charlottesville, VA 22902  
Phone- 434-202-7793, [www.macte.org](http://www.macte.org)

\_\_\_\_\_  
Adult Learner's Signature

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date



**NOTICE OF REFUND PROVISIONS. "THE BUYER'S RIGHT TO CANCEL"**  
**STUDENT: THIS NOTICE IS IMPORTANT. PLEASE KEEP THIS INFORMATION FOR**  
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The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that you longer wish to be bound by this Agreement. You will be given two notice of cancellation forms to use at 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 with 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.

**Withdrawal from Course- Refund of Tuition 94318 (Subsection d)**

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## Notice of Cancellation

Date: \_\_\_\_\_  
Admitted to course

"The student may cancel this contract for school, without any penalty or obligation by the date stated below."

"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."

"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 make keep the equipment."

"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*

**"NOT LATER THAN** \_\_\_\_\_  
(Fifth business day after the first day of attendance)

"I am writing to cancel the contract for school.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Adult Learner's Signature

**REMEMBER, YOU MUST CANCEL IN WRITING.** You do not have the right to cancel by just telephoning or by not coming to class.

"If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

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

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### **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 %1518.75 based on the calculation stated below. If the student returns he 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	registration	<u>paid for but not received</u>	initial refund
instruction	fee (amount	400 clock hours of instruction	(deduct \$0 for
(\$2000 tuition plus	school may	for which the student has	documented cost of
\$100 registration)	retain) paid		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).

For the purpose of determining the amount you owe for the time you attended, you shall deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal on the actual date of withdrawal.

- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.
- d. You fail to submit three consecutive lessons or you to submit a completed lesson required for home study or correspondence within 60 days of its due date.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

**BE SURE TO READ THIS INFORMATION WITHIN THE ENROLLMENT AGREEMENT.  
IT IS PART OF YOUR CONTRACT WITH THE SCHOOL.**

## **REFUND TABLE**

**Table 1- \$3160.00 total paid- Percentage Preschool Refund**

Percentage of Refund						
0%	10%	20%	30%	60%	75%	
3085	2777	2468	2160	1234	771	

**Table 2- \$2210.00 total paid- Percentage Infant/Toddler Refund**

Percentage of Refund						
0%	10%	20%	30%	60%	75%	
2135	1922	1708	1495	854	534	

**Table 3- \$360.00 total paid- Percentage Administration and Supervision Refund**

Percentage of Refund						
0%	10%	20%	30%	60%	75%	
315	284	252	221	126	79	

§ 94316 Subsection

Practicum/Student Teaching

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: \_\_\_\_\_

Date: \_\_\_\_\_

**Receipt of  
MTCS: Early Childhood Teacher Education  
Administration Policies and Procedures Handbook**

I am receipt and have read the MTCS Administration Policies and Procedures Handbook. I fully understand my adult learner rights.

\_\_\_\_\_  
Adult Learner Signature

\_\_\_\_\_  
Date