



# CGMS Tuition Agreement **SAMPLE**

*SAMPLE ONLY. Upon acceptance, document will be emailed for completion and signature.*

Adult Learner Name \_\_\_\_\_

Program Applying for (e.g. Infant/Toddler Full Certificate) \_\_\_\_\_

Party responsible for payments (if multiple parties paying, indicate percentage of responsibility)

- Applicant
- Sponsoring School – Head of School or Contact Person /phone number/email \_\_\_\_\_
- Other - Payer name and phone number \_\_\_\_\_  
Other payer relationship to adult learner \_\_\_\_\_

### **Important Note**

All funds are denominated in and must be rendered in US currency. Foreign bank drafts, including those from Canada, must account for currency differences and the cost of settlement.

### **Withdrawals and Refunds**

Application Fees are non-refundable. All tuition and fees (less the application fee) paid by the applicant shall be refunded if requested within 3 business days after signing a contract. All refunds shall be returned within 30 days. All tuition and fees paid by the applicant shall be refunded if requested within three business days after signing a contract with the school. All other refunds are due according to the following schedule:

#### Withdrawal after the Residential Session

Withdrawal after attendance at a residential session will result in responsibility for \$1600 per session attended. This will be taken into consideration when calculating refunds or balance due, along with the following policies regarding withdrawal during the distance-learning phase.

#### Withdrawal during the Distance Learning Phase

- Before the end of week # 2 of the distance learning phase - 90% of the base tuition will be refunded. A withdrawing adult learner is responsible for paying 10% of the total base tuition.
- Before the end of week #8 or end of the first module of the distance learning phase, 80% of the base tuition will be refunded. A withdrawing adult learner is responsible for paying 20% of the total base tuition.
- Before the end of the second module, 60% of the base tuition will be refunded. A withdrawing adult learner is responsible for paying 40% of the total base tuition.
- By the end of the third module, 30% of the base tuition will be refunded. A withdrawing adult learner is responsible for paying 70% of the total base tuition.
- By the end of the end of the fourth module, 20% of the base tuition will be refunded. A withdrawing adult learner is responsible for paying 80% of the base total tuition.
- No refunds will be made for withdrawals after the fourth module, and adult learners making payments are still responsible for the entire tuition.

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Please **initial this page to indicate understanding and agreement** \_\_\_\_\_

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## Fees

### Service fee - Please check your desired payment schedule

	# payments	Schedule	Service fee
<input type="checkbox"/>	1	one time	\$0
<input type="checkbox"/>	3	Every 3 months	\$200
<input type="checkbox"/>	6	Bi-monthly	\$300
<input type="checkbox"/>	18	Monthly	\$500
<input type="checkbox"/>	24	Monthly	\$600 (only eligible for the EL I-II program)

*Note: the service fee is a one-time charge added to the total bill. It is not per-payment.*

### Professional Fee

This mandatory fee covers the cost of registering you with our various accrediting bodies. Additional Professional fees will apply when transferring to a different certification level and/or returning after an absence of 2 years.

- \$350

### Supply Fee

This fee is mandatory for all Full Certificate adult learners for materials and projects during the residential session.

- \$75

### Self-directed fees - Please check one

<input type="checkbox"/>	<b>Supervised</b> (A Supervising Teacher with an accredited Montessori Credential in your age level, who is in at least the third year of teaching post-certification, will be in the classroom with you at all times)	<b>\$0</b>
<input type="checkbox"/>	<b>Self Directed with Mentor on site</b> (A Mentor with an accredited Montessori Credential in your age level, who is in at least the third year of teaching post-certification, is on site and agrees to weekly meetings and monthly observations in your classroom)	<b>\$600</b>
<input type="checkbox"/>	<b>Self Directed, no onsite Mentor</b> (this option is a minimum fee of \$600 and additional fees will apply as determined by the director and practicum team)	<b>\$600 (additional fees will apply)</b>

**Total (Tuition + Fees) \_\_\_\_\_ Amt. per payment (total divided by # of payments) \_\_\_\_\_**

Example:

*Sara is taking the Elementary course while at the same time serving as the lead teacher in her classroom. She wishes to pay in three installments. Sara will not need to take the EC overview course, because she previously received her early childhood credential from a MACTE accredited training course. Sarah's total tuition is (\$8,900 tuition) + (\$200 service fee) + (\$350 professional fee) + (\$75 supply fee) + (\$600 self-directed fee), or \$10,124. She will pay in three installments of \$3,375 each*

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\_\_\_\_\_  
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Other payment plan as discussed and agreed upon with a CGMS tuition counselor (details below)

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**Multiple Parties Paying?**

- Yes      If multiple parties are contributing to the tuition then all must sign this document. Please describe in detail here the arrangement of responsibility.

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**Preferred Payment Method**

- Check      Make payable to The Center for Guided Montessori Studies and ensure that all funds are in US dollars. Please note payments should be mailed to the North Carolina address rather than the Florida office.
  
- Visa                       Master Card                       American Express

Complete information below for credit payments:

Name on the Card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_

Billing Address \_\_\_\_\_

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Signature of Card Holder \_\_\_\_\_ Date \_\_\_\_\_

**Referring person:**

Did anyone refer you to the CGMS program, if so who? \_\_\_\_\_

**Please sign this page indicating understanding and agreement:**

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**Please sign the following statement. By signing you agree to the statement below.**

*The information given in this application and tuition agreement form is correct. I understand that a \$100 application fee is due with this document, and that unless I am a resident of the state of Michigan this application fee is entirely non-refundable if I am not accepted. I understand that if I am accepted in the program I am responsible for the full tuition and agree that payments will be made in a timely manner. I agree to the refund policy in this document. I understand that an unpaid balance may be submitted to a collection agency, and that said unpaid balance may result in termination of enrollment, and/or delay certification upon completion of course requirements.*

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Applicant's Signature \_\_\_\_\_

Signature - Head of School from **DO NOT SIGN, SAMPLE ONLY.**

Sponsoring School (if applicable) **DOCUMENT WILL BE SENT FOR COMPLETION  
UPON ACCEPTANCE**

Date of understanding and agreement of this document \_\_\_\_\_

Please scan this form to [admissions@guidedstudies.com](mailto:admissions@guidedstudies.com), fax to 941-827-2981, or mail to:

**CGMS  
4532 West Kennedy Blvd.  
Suite 233  
Tampa, FL 33609**