

## CGMS Leadership Application

**You may print this form and fill it out manually, or you may fill it out electronically. If you do so, please note that you **MUST** download the form first. Forms that are filled out in a web browser often lose their information when saved.**

**Either way, when filled out and signed, please send a copy to [admissions@cgms.edu](mailto:admissions@cgms.edu), fax to 941-827-2981, or mail to:**

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



# The Center for Guided Montessori Studies Leadership Program Application for Admission

## Requirements

All candidates for admission must demonstrate a strong facility with the English language and must possess an undergraduate degree or equivalent. An Educational Portfolio may be submitted for consideration of a degree waiver. To speed processing of your application, please refer to the detailed requirements listed at <https://www.cgms.edu/apply/>

## Instructions

There are nine pages on this application. Please be sure to complete and send pages 6 through 9 along with your application essay and letters of recommendation (see instructions below for essay and recommendations)

Your application may be submitted by email, fax, or regular mail. To mail the application send to:

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

You may also scan and email this application to:

[admissions@cgms.edu](mailto:admissions@cgms.edu) or fax it to 1(941) 827-2981.

If applications are submitted electronically then a mailed hard copy need only be submitted at the request of CGMS admissions personnel.

To check on the status of your application contact the email above call our offices Monday to Friday, 9am to 5pm EST at 1-888-344-7897, or 1-443-420-1043 for those outside of North America.

## Other Requirements

**In addition to this application, there are several other steps for you to complete.**

### *Essay*

*Essays must be typed on A4 or letter sized paper, and must be written in English*

#### **Essay – minimum of 500 words.**

Please attach an essay in response to these questions:

- (1) Who are you, and what brings you happiness and joy?
- (2) What are your strengths and weaknesses as a leader?
- (3) Describe your personal educational philosophy and what draws you to the Montessori approach.
- (4) Describe a key event that describes your experience with leadership in any capacity. Explain what occurred, and what you learned from that experience.

### ***Recommendations***

The CGMS Recommendation form may be downloaded from <https://www.cgms.edu/apply/>

It must be copied and sent to three people (non-relatives) who can speak of your character and values and some or all of the following: work ethic, academic skills, and experience with children.

### ***Application Fee***

An application fee of \$100 is due at the time of the application. This may be in the form of a check, money order or you may include credit card information. Payment must be in US currency. If you are a Michigan resident then \$75 of this amount is refundable if your application is rejected. To reduce the chance of rejection, all applicants are encouraged to contact our office with any questions prior to applying.

### ***College Transcripts***

Applicants must submit one transcript from the colleges they attended. If the applicant has received a degree and attended multiple institutions, transcripts are only required from the degree awarding institution.

## ***Educational Portfolio***

Applicants who do not have a degree must submit an Educational Portfolio describing post high school educational and life experiences that have contributed to their ability to succeed in this program and a career as a Montessori educator. The Portfolio should include plans for future education, coursework completed after high school, professional development courses, life experiences, independent study, and a description of your study skills. Please request an Educational Portfolio packet from the admissions office.

## ***Tuition Agreement***

In order to process your application, the tuition agreement document must be signed and submitted. This can be downloaded from

<https://www.cgms.edu/apply/>

## **Important Information**

### ***Refund Information***

Carefully read this information and make sure you agree to it. 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. An application fee of not more than \$25.00 may be retained by the school if the application is denied. 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 \$1500 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 Learner making payments are still responsible for the entire tuition.**

### ***Interview***

Applicants will be asked to interview using telephone or internet video conferencing technology. Applicants refusing to do so, or unable with assistance to get this technology to work, may be not be accepted at the discretion of CGMS.

### ***Relevance***

In the application there will be questions related to your experience working with children as well as questions related to your interest in their education. To whatever degree possible, please focus all answers upon the age range of children for which you wish to receive certification.

### ***Completeness***

There are nine pages on this application. Please be sure to complete and send pages six through nine.

# CGMS Leadership Application for Admission

Start Date of Course for which you are enrolling \_\_\_\_\_

## Program

Please check the box of the program you are applying for. Note that Full Certification is strongly recommended and includes a short residential portion.

<b>Leadership</b>	<input type="checkbox"/> <b>Full Certificate</b>
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## General Information

Applicant (Full Legal Name) \_\_\_\_\_

Preferred Name \_\_\_\_\_ Maiden Name \_\_\_\_\_

Date of Birth. \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Social Security # \_\_\_\_\_  
(month / day / year)      (US Citizens only)

## Home

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

City \_\_\_\_\_ State/Province \_\_\_\_\_

Zip/Postal code \_\_\_\_\_ Country \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

## Education (list additional colleges on separate sheet)

College, School or Training Program      Years Attended      Degree/Major/Certification

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Work Experience**

Please list relevant experience or significant responsibilities held. Begin with your current position.

*A resume may be attached to this application in lieu of this section.*

Employer	Years Attended	Work Performed
1.		
2.		
3.		
4.		

Describe any other experience you have working with children and adults in a leadership capacity.

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Describe your interests, hobbies, and/or talents.

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Explain how you heard about and why you chose the Center for Guided Montessori Studies.

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Which of your personal qualities are most likely to positively contribute to leading a school?

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City \_\_\_\_\_  
Zip/Postal code \_\_\_\_\_  
Office Phone \_\_\_\_\_

State/Province \_\_\_\_\_  
Country \_\_\_\_\_  
Fax \_\_\_\_\_

Age levels this school serves \_\_\_\_\_

**Referring Person**

Please enter the name of anyone who may have referred you to CGMS \_\_\_\_\_

**Group**

If you are part of a group of Adult Learners from a particular school, district or corporation, please name this group here: \_\_\_\_\_

**Agreement**

I, the undersigned, do solemnly attest that all of my application information, including both above statements and those made in separate documents, are fully accurate to the best of my knowledge. I understand that intentionally providing false information on this application may constitute fraud, and will result in the forfeiture of any deposits or tuition paid, and termination of any awarded certificate.

\_\_\_\_\_  
**Name of Candidate**

\_\_\_\_\_  
**Name of Witness**

\_\_\_\_\_  
**Candidate Signature**

\_\_\_\_\_  
**Witness Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**