

CGMS Sponsored Tuition Agreement

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, fax to **941-827-2981, or mail to:**

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



CGMS Sponsored Tuition Agreement

TO BE FILLED OUT BY ALL PARTIES PAYING

Adult Learner Name _____

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

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

Percentage responsible	Party or parties paying
	<input type="checkbox"/> Applicant
	<input type="checkbox"/> Sponsoring School Head of School or Contact Person /phone number/email _____
	<input type="checkbox"/> Other - Payer name and phone number _____ Other payer relationship to adult learner _____ _____

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.

IMPORTANT: In the event that multiple parties are sponsoring an Adult Learner, should any one of these parties choose to withdraw from this agreement then the Adult Learner shall be placed on suspension until the account is in good standing and a new payment arrangement is made. There is no refund possibility after the 4th module. 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 Refund Policy

Application Fees are non-refundable. All tuition and fees (less the application fee) paid by the sponsoring party or parties shall be refunded if requested within the first 3 business days after signing a contract with CGMS. 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 \$1700 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. The sponsoring party or parties are 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. The sponsoring party or parties are responsible for paying 20% of the total base tuition.
- Before the end of the second module, 60% of the base tuition will be refunded. The sponsoring party or parties are responsible for paying 40% of the total base tuition.
- By the end of the third module, 30% of the base tuition will be refunded. The sponsoring party or parties are 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. The sponsoring party or parties are responsible for paying 80% of the base total tuition.
- No refunds will be made for withdrawals after the fourth module, and the sponsoring party or parties are still responsible for the entire tuition.

All refunds shall be made according to the schedule above, and shall be within 30 business days of receipt of a formal withdrawal letter.

Please sign to indicate understanding and agreement of refund policy _____

Policy regarding sponsored Adult Learners

IMPORTANT NOTE TO SPONSORED SCHOOLS AND SPONSORED LEARNERS

In the event that an adult learner leaves the employment of a sponsoring entity such as a school, it is CGMS policy to allow that adult learner to complete their training provided that they assume financial responsibility for future payments if any. If tuition has been paid in full, then at the time an Adult Learner leaves a sponsor's employment the sponsor or sponsors shall receive a refund according to the Withdrawals and Refund Policy, and the Adult Learner must assume payments for any amount refunded to the sponsor or sponsors.

If a sponsor demonstrates that they have a written contract mandating repayment for an adult learner's training, then CGMS will prohibit the adult learner from finishing their training until such a time as they have fulfilled that contract. Sponsors who wish to ensure that a teacher who has left their employ can no longer continue training at CGMS without financial repayment must provide CGMS with a copy of a signed and counter signed contract stating the terms of the sponsorship.

- No, I do not have a written repayment contract with the adult learner in question.

- Yes, I have a written repayment contract with the adult learner in question. I will submit a copy of that contract with this document.

The details are:

All parties must sign below to indicate understanding and agreement to this policy.

Sponsor Name and Title _____

Sponsor Signature _____

I (Adult Learner Name) _____ agree that I understand and agree to the above conditions of my sponsorship.

Adult Learner Signature _____

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 the applicant with our various accrediting bodies. Additional Professional fees will apply if transferring to a different certification level and/or returning after an absence of 2 years.

\$350

Self-directed fees - Please check one

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

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

Example:

Sara is taking the Elementary I 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 (\$6,900 tuition) + (\$200 service fee) + (\$350 professional fee) + (\$600 self-directed fee), or 8,050. She will pay in three installments of \$2,683.33 each. This does not include the \$100 she will pay at the time of her application.

Please sign this page indicating understanding and agreement: _____

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

Preferred Payment Method

Check

Make checks 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:

CGMS 9650 Strickland Road Suite 103-127 Raleigh, NC 27615

If you are not paying by check, indicate so below. We will collect payment information upon the applicant's acceptance into the program.

- Visa Master Card American Express
- Paypal (add 4% fee)
- Bank / Wire transfer

Please sign this page indicating understanding and agreement: _____

Applicants and Sponsors, 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. We understand that a \$100 application fee is due with this document, and that unless the Applicant is a resident of the state of Michigan this application fee is entirely non-refundable if the Applicant is not accepted. We understand that if the applicant is accepted in the program, all parties signing below are responsible for the full tuition and agree that payments will be made in a timely manner. We agree to the refund policy in this document. We understand and agree that an unpaid balance maybe 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.

Applicant's Name _____

Applicant's Signature _____

Sponsor's Name _____

Sponsor's Signature _____

(if more sponsors exist, they must sign this document as well)

Date of understanding and agreement of this document _____

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