



**THE CENTER FOR GUIDED  
MONTESSORI STUDIES**

# TUITION AGREEMENT

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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).

**THE CENTER FOR GUIDED MONTESSORI STUDIES**  
4532 West Kennedy Blvd., Suite 233 Tampa, Florida 33609  
1-888-344-7897 | [admissions@cgms.edu](mailto:admissions@cgms.edu)

## GENERAL INFORMATION

APPLICANT (FULL LEGAL NAME) \_\_\_\_\_

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

*If the Head of School is applying for a program the board or owner must also sign the agreement.*

## PARTY RESPONSIBLE FOR PAYMENTS

If multiple parties are paying, indicate the percentage of responsibility for each. Attach a separate sheet if necessary to explain more details.

<input type="checkbox"/>	<b>Applicant</b>	<b>Percentage Responsible</b>	_____ %
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<input type="checkbox"/>	<b>Sponsoring School</b>	<b>Percentage Responsible</b>	_____ %
	<b>(HOS or Contact Person/phone/email, <u>note finance or billing contacts</u>)</b>		

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<input type="checkbox"/>	<b>Other</b>	<b>Percentage Responsible</b>	_____ %
	<b>(Payer name, phone number and relationship to adult learner)</b>		

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**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 5th 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.

## PLEASE SIGN TO INDICATE UNDERSTANDING AND AGREEMENT

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Applicant Signature

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Sponsor Signature

## **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:

### **WITHDRAWALS AFTER THE RESIDENTIAL SESSION**

Withdrawal after attendance at a residential session will result in responsibility for \$2300 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 at the 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 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 fifth 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 or signed form provided by administration.

### **PLEASE SIGN TO INDICATE UNDERSTANDING AND AGREEMENT**

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Applicant Signature

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Sponsor Signature

NOTE: This page is only for schools who are sponsoring an applicant. If you are self-pay, please do not complete this page.

## 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 countersigned contract stating the terms of the sponsorship.

- ☐ No, I am a self paying adult learner and a school contract does not apply to me.
- ☐ No, I/we do not have a written repayment contract with the adult learner in question.
- ☐ Yes, I/we 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 \_\_\_\_\_

## TUITION AND FEES

The first payment as listed below must be scheduled as soon as the Tuition Agreement is submitted to Finance. Full tuition payment is due when training begins and must be paid no later than 30 days. All payment plans begin with the first payment due the first scheduled month of training. CGMS may, at its discretion, break larger credit card tuition payments into smaller amounts without additional charges to the paying party or parties. We are happy to create custom payment plans on request; contact us at [financialaid@cgms.edu](mailto:financialaid@cgms.edu) to discuss your needs. If such a plan has been created, CGMS will provide a substitute agreement for this form.

PROGRAM	ASSOCIATE BASE TUITION (NEED PRIOR APPROVAL)	FULL CERTIFICATE BASE TUITION (ACCREDITED)
INFANT/TODDLER	<input type="checkbox"/> \$5,800	<input type="checkbox"/> \$7,600
EARLY CHILDHOOD	<input type="checkbox"/> \$5,800	<input type="checkbox"/> \$7,600
ELEMENTARY I	<input type="checkbox"/> \$5,800	<input type="checkbox"/> \$7,600
ELEMENTARY II	<input type="checkbox"/> \$5,800	<input type="checkbox"/> \$7,600
ELEMENTARY I & II	<input type="checkbox"/> \$7,400	<input type="checkbox"/> \$9,800
SECONDARY	<input type="checkbox"/> \$8,300	<input type="checkbox"/> \$9,500
LEADERSHIP		<input type="checkbox"/> \$9,300

**ASSOCIATE BASE TUITION:** Practicum required but residency is not required

**FULL, ACCREDITED CERTIFICATE BASE TUITION:** Practicum and residency required

### APPLICATION FEE

Must be paid online unless approved by the Finance department.

### PROFESSIONAL FEES ALL LEVELS (IT, EC, EL, SECONDARY, LEADERSHIP)

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.

\$450

### EARLY CHILDHOOD OVERVIEW ELEMENTARY I AND ELEMENTARY I & II

The EC Overview Course is mandatory if the applicant has not received a Montessori early childhood credential from an accredited institution.

\$360

## PLEASE SIGN TO INDICATE UNDERSTANDING AND AGREEMENT

Applicant Signature

Sponsor Signature

## **SUPERVISED PRACTICUM**

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

## **SELF DIRECTED PRACTICUM 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.

☐ \$700

## **SELF DIRECTED PRACTICUM, NO ONSITE MENTOR**

This option is a minimum fee of \$700. \*Practicum situations will be assessed by the director and practicum team and may result in increased mentoring with a higher fee.

☐ \$700\*

## **ALTERNATIVE PRACTICUM PLAN**

If an Alternative Practicum Plan is needed there will be a \$100 initial fee to design the plan. Once the plan is determined, fees for additional coaching and monitoring for this special plan may be required.

☐ \$100\*

## **SERVICE FEE POLICY**

The service fee is a one-time charge added to the total bill. It is not per-payment. Each responsible paying party can choose a different plan, each party listed on this agreement choosing payment options will have their own service fee.

## **PAY IN FULL (1 PAYMENT)**

The service fee is a one-time charge added to the total bill. It is not per-payment. Each responsible paying party can choose a different plan, each party listed on this agreement choosing payment options will have their own service fee. 1 Payment, Tuition and Fees paid in full is due when training begins and must be paid no later than 30 days.

☐ \$0

## **SERVICE FEE (2 PAYMENTS)**

Tuition and Fees submitted in two payments, the first half of the total amount due at the beginning of the training, second half due 9 months after training begins.

☐ \$100

## **SERVICE FEE (3 PAYMENTS)**

Tuition and Fees payment submitted every 6 months, with the first payment due the month the training begins. Residency payment must be paid prior to participating, based on the time of enrollment a 4th payment date will be added to cover the residency fee. Exact payment schedule will be determined based on the month of enrollment.

☐ \$200

## **PLEASE SIGN TO INDICATE UNDERSTANDING AND AGREEMENT**

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Applicant Signature

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Sponsor Signature

**SERVICE FEE (6 PAYMENTS)**

Tuition and Fees payment submitted every other month. First payment due the month the training begins. Check payments are not accepted for this payment plan.

☐ \$300**SERVICE FEE FOR LEADERSHIP PROGRAM ONLY (16 PAYMENTS)**

Tuition and Fees payment submitted monthly, beginning the month the training begins. Check payments are not accepted for this payment plan.

☐ \$500**SERVICE FEE (18 PAYMENTS)**

Tuition and Fees payment submitted monthly, beginning the month the training begins. Check payments are not accepted for this payment plan.

☐ \$500**SERVICE FEE FOR ELEMENTARY I & II COMBINED PROGRAM ONLY**

24 Payments - Tuition and Fees payment submitted monthly, beginning the month the training begins. Check payments are not accepted for this payment plan.

☐ \$600

*Additional fees will apply as stated in the CGMS Adult Learner Handbook if changing programs, delaying practicum or needing more time to complete the training.*

• **POTENTIAL EXTRA FEE** If Field Consultants need to travel more than 100 miles round-trip for the required practicum evaluation visits, then reasonable travel expenses will also need to be covered. The Leadership/School Administrator program requires one onsite practicum visit. The responsible party will be responsible for all travel expenses related to this practicum visit.

**TOTAL (TUITION + FEES)****AMOUNT 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 six installments by credit card. 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 (\$7,600 tuition) + (\$300 service fee) + (\$450 professional fee) + (\$700 self-directed fee), or \$9,050. Because she is paying by credit card, there is an additional 2.9% surcharge via Melio, bringing the total to \$9,312.45. She will pay in six installments of \$1,552.08 each. This does not include the \$100 she will pay at the time of her application. Please contact CGMS if you need alternate financing options as we try to serve everyone.

**OTHER PAYMENT PLAN AS DISCUSSED AND AGREED UPON WITH A CGMS TUITION COUNSELOR (DETAILS BELOW):**

**PLEASE SIGN TO INDICATE UNDERSTANDING AND AGREEMENT**

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Applicant Signature

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Sponsor Signature

## PAYMENT METHODS

Invoice will be sent by the Finance Department after the admission process is completed. All international payments are processed via Stripe and have a 4% Collection Fee surcharge added to the invoice.. Payments processed via Melio have options for ACH Debit (free) and Card payments (2.9%), this surcharge is not reflected on the invoice and is only charged to the payee by Melio if they use that option.

☐ **Check**

Check payments are not recommended for by-monthly, monthly payment plans.

Make checks payable to The Center for Guided Montessori Studies and ensure that all funds are in US dollars. We are not able to accept international checks. 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

☐ **ACH** (bank debit)

☐ **Visa/Master Card, American Express**

☐ **PayPal** (add 4% fee)

☐ **Bank/Wire transfer**

☐ **International Account** (add 4% fee)

## APPLICANTS AND/OR 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. I/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. I/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. I/We agree to the refund policy in this document. I/We understand and agree 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.

**APPLICANT'S NAME**

**APPLICANT'S SIGNATURE**

**SPONSOR'S NAME**

**SPONSOR'S SIGNATURE**

**DATE OF UNDERSTANDING AND AGREEMENT OF THIS DOCUMENT**

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

**PLEASE SUBMIT THIS FORM TO:  
ADMISSIONS@CGMS.EDU OR FAX TO 941-827-2981**