THE CENTER FOR GUIDED MONTESSORI STUDIES

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.

THE CENTER FOR GUIDED MONTESSORI STUDIES
4532 West Kennedy Blvd., Suite 233 Tampa, Florida 33609
1-888-344-7897 | 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.

☐ **Applicant** **Percentage Responsible** %

☐ **Sponsoring School** **Percentage Responsible** %
(HOS or Contact Person/phone/email, note finance or billing contacts)

☐ **Other** **Percentage Responsible** %
(Payer name, phone number and relationship to adult learner)

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

Applicant Signature

Sponsor Signature

WITHDRAWALS AND REFUND POLICY

Refunds are offered based on tuition paid, less any obligation outstanding. Payment obligation is based on the table below, Schedule A. Fees are categorized as non-refundable and refundable. A final refund is calculated after deducting all non-refundable fees as well as the payment obligation from Schedule A if payments have been received and processed in excess of the obligation

NON REFUNDABLE FEES

Application Fee, Professional Fees, EC Overview, Self Directed Fee, Alternative Practicum Fee, Service Fees, Graduation Fee. Withdrawal after attendance at a residential session will result in responsibility for at least $2000 per session attended. Any other fees may be refunded fully or in part.

SCHEDULE A: PAYMENT OBLIGATION (not including certain fees)

Program completed	Payment Obligation	Approximate Module Status
5%	10%	Before the end of the 3rd week
10%	20%	End of the 1st Module
20%	40%	End of the 2nd Module
30%	70%	End of the 3rd Module
40%	80%	End of the 4th Module
50%	90%	Within the 5th Module
After 50%	100%	After the end of the 5th Module

The exact calculation is based on the days spent in the program. 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. All remaining obligations must be paid according to the existing payment plan or by the due date of the final invoice issued.

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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.

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 made as soon as the Tuition Agreement is submitted to Finance. 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 to discuss your needs. If such a plan has been created, please note on the bottom of page seven of this agreement.

RESIDENCY TUITION POLICY

Adult Learners starting the program with in-person training must pay at least $2,000 towards their training prior to attendance. This amount will not be refundable after attending a residency. Adult Learners using a payment plan will pay at least this amount as their initial tuition payment. The payment plan will be calculated accordingly.

PROGRAM	FULL CERTIFICATE BASE TUITION (ACCREDITED)
INFANT/TODDLER	☐ $7,600
EARLY CHILDHOOD	☐ $7,850
ELEMENTARY I	☐ $7,850
ELEMENTARY II	☐ $7,850
ELEMENTARY I & II	☐ $9,900

FULL, ACCREDITED CERTIFICATE BASE TUITION: Practicum and residency required

APPLICATION FEE — $200

Non-refundable. Must be paid online unless approved by the Finance department.

PROFESSIONAL FEES ALL LEVELS (IT, EC, EL) — $450

Non-refundable. 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.

EARLY CHILDHOOD OVERVIEW FOR ALL ELEMENTARY LEVELS — $360

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

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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.

☐ $800

SELF DIRECTED PRACTICUM, NO ONSITE MENTOR

This option is a minimum fee of $800. *Practicum situations will be assessed by the director and practicum team and may result in increased mentoring with a higher fee.

☐ $800*

ALTERNATIVE PRACTICUM PLAN

If an Alternative Practicum Plan is needed there will be a $150 initial fee to design the plan. Once the plan is determined, fees for additional coaching and monitoring for this special plan may be required.

☐ $150*

GRADUATION FEE Exams. Includes certificate mailing to the US and Canada.

☐ $150

SERVICE FEE POLICY You may choose a payment plan up to the length of the program you enrolled for.

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. Exact payment schedule will be determined based on the month of enrollment.

☐ $200

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SERVICE FEE (6 PAYMENTS)

Tuition and Fees payment submitted every other month. First payment due the month the training begins. Online payments are required except in special circumstances for this payment plan.

☐ $300

SERVICE FEE (18 PAYMENTS)

Tuition and Fees payment submitted monthly, beginning the month the training begins. Online payments are required except in special circumstances 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. Online payments are required except in special circumstances 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.

TOTAL TUITION + FEES

$450 MACTE Professional fee and EC overview of $360 if applicable is mandatory

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 ($7,850 tuition) + ($300 service fee) + ($450 professional fee) + ($800 self-directed fee), + ($150 graduation fee) total= $9,550. We will invoice six installments of $1,591.67 each. If she is paying by credit card, there is an additional 2.9% surcharge via Melio, which will be applied at the checkout. She can choose to pay via ACH Debit at no additional cost. This does not include the $200 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, OR APPROVED DISCOUNTS AS DISCUSSED AND AGREED UPON WITH A CGMS TUITION COUNSELOR (DETAILS BELOW):

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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 $200 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