



## **FMAE ENROLLMENT AGREEMENT for Montessori Early Childhood Education Program**

Classes are offered at the following location: 6665 Amador Plaza Rd, Ste.203, Dublin, CA 94568. This agreement is a legally binding instrument when signed by the student and accepted by the school. Your signature on this agreement acknowledges that you have been given reasonable time to read and understand it and that you have been given: (a) a written statement of the refund policy including examples of how it applies and; (b) a catalog including a description of the course or educational service including all material facts concerning the school, tutoring, and the program or course of instruction which are likely to affect your decision to enroll. Immediately upon signing this agreement, you will be given a copy of it to retain. (c) FMAE Equipped with full complement of Montessori materials. (d) FMAE maintains a library of educational books and professional magazines that may be used on site by students enrolled in the program. Copies of required texts as well as supporting books are included in the collection. (e) FMAE will not provide or require any uniform or special protective clothes. (f) FMAE will not provide in-resident housing.

### **Right to Cancel**

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid, through attendance at the first class session or the seventh day after enrollment, whichever comes later. You may cancel this enrollment agreement and receive a refund by providing a written notice via email to [info@fmtt.org](mailto:info@fmtt.org). FMAE must receive a cancellation notice via email within the required time frame. Refunds will be processed within 30 days of written notice.

### **Dismissal and Withdrawal**

If FMAE does not accept an application for admission or cancels your enrollment agreement prior to the first class session, all funds paid, including the registration fee, will be fully refunded. Students will be failed if found to be using manipulated/falsified materials. Conduct which is unprofessional, unethical, constitutes poor judgment, jeopardizes student's welfare, poor interactions with other staff, peers, or environment, will also jeopardize continuation. FMAE reserves the right to discontinue enrollment for any reason should the behavior jeopardize the program in anyway.

### **Refund Policy**

The refund shall be the amount the student paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction which the student has not received but for which the student has paid, and the denominator of which is the total number of hours of

instruction for which the student had paid. All amounts that the student has paid, however denominated, shall be deemed to have been paid for instruction, unless the student has paid a specific charge for equipment as set forth in the agreement for the course of instruction. The last date of the student's attendance is used for all refund calculations. If the program is discontinued, or the specific segment is cancelled or postponed. Materials refunds are not available. Student is entitled a refund of fees paid, less the registration fee not exceed \$250, during the cancelation period.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **No Refunds**

Students may purchase books from school. Once purchased, books and supplies become the property of the student and no refund will be made.

### **Full Refund**

A student who cancels enrollment agreement after the attendance of the first class session or the seventh day after enrollment, whichever is later, shall be entitled to receive a full refund. Cancellation shall occur when the student gives a notice to the FMAE via email, [info@fmontt.org](mailto:info@fmontt.org). If sent by mail, the notice of cancellation is effective when postmarked, and properly addressed with postage paid.

### **Pro-Rated Refund**

A student may withdraw from a course of instruction at any time. All students who attend under 60% of a program are entitled to pro-rata refund. If the student withdraws from a course once the course is started, based on the last day of attendance, for the unused portion of the tuition, in accordance with the following pro- rated refund policy. The pro-rated refund shall be the total amount paid for the course multiplied by the number of hours remaining in the course, divided by the total number of course hours. The following fees are non-refundable: application fee, registration fee or applicable STRF (see page 21) fee.

### ***Hypothetical Refund Example***

Assume that a student, upon enrollment in a 720 clock-hour training program, pays \$6,000 tuition. The student then withdraws after completing 600 clock-hours. The statutory pro-rata refund to the student would be as follows:

### **Revision of Programs and Tuition**

The institute reserves the right to change or modify, without notification, the program content, equipment, staff, or materials as necessary, with approval of the council for BPPE. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students.



### Period covered by this Enrollment Agreement:

This enrollment agreement is effective **from \_\_\_\_\_ through \_\_\_\_\_ or your graduation day**, if you extend or shorten your period of studying. To obtain a refund of tuition paid less the nonrefundable registration fee, a student must cancel this enrollment agreement by the following date \_\_\_\_\_.

### Attendance Policy

The nature of every course has lecture, materials presentations, practice, and group activities to be covered in a short period of time. The courses are both, intense and non-duplicate. Missed class times of presentation of materials, discussions, practices experience, and etc. will not “get it” from notes of other students; therefore, absences are not permitted. Instructor has no obligation to repeat the lesson just for you, so any make up charge will be student’s responsibility. Because of this, full attendance at all class meetings is required. 90 percent attendance is required to pass the class. If students can not commit to the course schedule, the student should not enroll in the course.

### Leave and Absence Policy

Punctuality is assumed for the same reasons above that absences are not permitted. In general, students must arrive at least 5 minutes before the scheduled class time prepared. Late arrivals will cause disruption to the work of the instructor and classmates. A pattern of late arrivals or more than 3 hours of accumulative absence, student has to make up missed hours of each session at the following year’s course with \$20/hour to FMAE, or private tutoring at a cost of \$35 per hours missed to be arranged with the instructor. It is up to the instructor to grant the tutoring session.

### Plagiarism and probation Policy

Plagiarism will not be tolerated in any form in the FMAE program. Plagiarism is defined as “deliberately using someone else’s language, ideas or other original (not common-knowledge) material without acknowledging its source.” (Council of Writing Program Administrators, “Defining and Avoiding Plagiarism: The WPA Statement on Best Practices”) One type of example would be copying the definition of control of error directly from page 63 of MONTESSORI—A MODERN APPROACH and not using quotation marks and including in your writing a citation of where the definition came from. Anything copied and pasted from the internet must also be acknowledged. (See the above example of the definition of plagiarism.)



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The first incident of plagiarism will result in a failing grade for that assignment and being placed on academic probation. The second incident will result in dismissal from the FMAE program.

### Loans:

If the student has obtained a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less any refund.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

(2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### College Credit through California State University, East Bay

Students can choose to transfer certain FMAE courses credit to California State University-East Bay Extension (CSU-EB). (College Credit Registration can be done only before the first class). CSU-EB Admission is through FMAE. This program admits students with a minimum of a high school diploma or a GED as candidates for certification. Upon registration for each class the student must complete an enrollment agreement.

### Change in Status

Any student inactive for 6 months will be declared withdrawn. Returning students after 6 months will require new re-enrollment fee.

### Transfer Policy

FMAE does not award credit for prior experiential learning

#### ***A, Transfer between AMS-affiliated programs***

For transfer of a current student from one AMS-affiliated teacher education program to another AMS-affiliated teacher education program:

#### **The student must:**

1. Be within the three-year time limit following the original academic phase.
2. Be a current member of AMS.

#### **FMAE will:**

1. Review and evaluate previously completed academic and practicum work, transfer fee may apply.
2. Notify the prospective adult learner in writing with the fees and time required to complete

- all transfer requirements.
3. Contact the original program to determine if the adult learner is in good standing, including fulfillment of financial obligations.
  4. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

***B, Transfer from other teacher education programs recognized by AMS***

Transfer of contact hours and/or credits from teacher education programs recognized by AMS (AMI, NCME, and MACTE-accredited programs) will be considered with verification of the following documentation.

**The student must:**

1. Have a degree in keeping with AMS credential requirements.
2. Be a current AMS member, or be registered as a student.

**FMAE will:**

1. Review and evaluate the credential and portfolio of the candidate, and utilize proficiency pretesting to plan a program of study, if applicable.
2. Determine the minimum requirements of the academic phase that the candidate must take to fulfill AMS qualifications.
3. Require all candidates take Montessori philosophy and theory from the program that will issue the credential recommendation.
4. Determine that practicum requirements of the candidate meet the requirements of an AMS-affiliated teacher education course practicum.
5. Assess and evaluate proficiency as required by the AMS-affiliated teacher education program.
7. Ensure that all the requirements of the AMS-affiliated teacher education program recommending the adult learner for an AMS credential are met.
8. Submit the AMS Transfer Form in addition to the AMS Credential Recommendation Form.

***C, Transfer from teacher education programs not recognized by AMS***

Transfer of credits, including online learning (distance education) credits, from Montessori programs not recognized by AMS will not be accepted. The candidate must take the full AMS credential course.

***D, NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION***

The transferability of credits you earn at FMAE is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in FMAE is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you

earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you seek to transfer after attending FMAE to determine if your certificate will transfer.

### **Further questions Regarding Enrollment Agreement:**

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private

Postsecondary Education, Address:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

P.O. Box 980818, West Sacramento, CA 95798-0818

Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone: (888) 370-7589 Fax: (916) 263-1897

(916) 574-8900

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **FMAE Privacy Policy**

We collect information from you when you apply to our teacher training program and when you register for classes. We ask for physical and email addresses, telephone numbers and High School or College transcripts. Also, if you are applying for CSU – East Bay credit, we collect your Social Security Number.

We use this information to enroll you and record your standing as a student in FMAE teacher training program and register you for college credit in our classes at CSU – East Bay.

We use this information to communicate with you throughout the training program.

We do not share your personal information with outside sources nor do we sell, trade or otherwise transfer this information to any unauthorized recipient.

We keep your information secure and private.

### **FMAE Responsibilities**

In order to preserve and protect the rights of adult learners, the teacher education program makes a commitment to the following responsibilities.

#### **In the area of academics, the FMAE will:**

1. Emphasize quality in every aspect of course delivery.
2. Award credit when and where it is due, in accordance with published standards.
3. Maintain clearly stated written policies for accepting transfer credit from other institutions, in accordance with AMS policies.
4. Disclose accurate information about the recognition and acceptance of credit for this

- course by other institutions.
5. Ensure fair and reasonable academic evaluation with grades and evaluations that are meaningful, timely, and based on quality of adult learner performance. FMAE will maintain transcripts or records of grades in accordance with state/local requirements, and guarantee confidentiality and student access to records.
  6. Award certifications when merited, and inform adult learners regularly of academic progress. FMAE will recommend a candidate for credentialing by AMS after all stated requirements are satisfied.
  7. Offer quality instruction through instructors who have appropriate preparation and expertise in accordance with AMS requirements, are up to date in their fields, meet according to the published schedule, come to class prepared, and are available to adult learners outside of class.
  8. Describe course requirements in clear, specific, and accurate terms in written form, and ensure that requirements are educationally meaningful.
  9. Notify students of unusual features of the course that cannot be readily anticipated.
  10. Offer coursework that follows the published catalog description.
  11. Embrace the principle of academic honesty.
  12. Publish causes for dismissal in clear and specific form, and dismiss a student only for appropriate cause and after due process.

**In the area of advertising, the FMAE will:**

Publish advertising that is accurate, reliable, up to date, clear, and concise.

**In the area of finances, the FMAE will:**

1. Assess reasonable tuition and provide timely notice of annual increases.
2. Inform potential students of sources of financial aid.
3. Employ fair and accurate published refund policies.
4. Charge fair and reasonable fees for infractions such as breaking equipment or non-return of library books.
5. Keep accurate records of fees paid by each student.
6. Inform students about financial instability in the event such a condition exists.

**In the area of admissions, the FMAE will:**

1. Provide published policies on the admission process.
2. Give prospective student an accurate overview of the course, encouraging them to visit the facility in order to meet with staff and current adult learners to provide additional detail.
3. Maintain clear and specific policies on the availability of job placement services.

### **Student Responsibilities**

The program maintains its rights as an institution of post-secondary education, and expects the student to be responsible for the following:

***When you register, please provide the following documents through portal within 2 weeks:***

1. B.A. or B.S. degree. Or a high school or GED diploma is required.
  - a. If B.A or B.S was completed outside of USA, require a transcript that states Bachelor's degree or an evaluation from a NACES approved agency (<https://www.naces.org/membersapproved>) in order to issue a full credential.
2. Must provide a copy of original diploma and 2 transcripts from your previous schools.
3. Must complete your personal statement of your objective, previous training, and experience with children.
4. Copy of driver's license or passport (legal form of identification).
5. Written Competency: English as the Second Language Students: Must provide ESL testing score or pass FMAE Written English Competency test.

**It is the responsibility of the Student to:**

1. Enroll only out of a need and desire to learn rather than a wish to manipulate the course for other ends.
2. Be informed—by reading the information disseminated by the course.
3. Take an active part in planning and executing the course of study within the context of stated requirements and existing institutional resources.
4. Continually self-monitor academic progress.
5. Attend class and participate in other learning activities, come prepared, and complete assignments on time.
6. Embrace the principle of academic honesty.
7. Respect the freedom of the program's staff to inquire, publish, and teach.
8. Use student's online portal ([server18.orbund.com](http://server18.orbund.com)) to: submit applications; submit required documents; sign all documents; pay tuition and fees on time; register classes after consulting program director; complete surveys; check grade and attendance; submit class assignment; and submit complaint.
9. Reach out to Program Director when there are concerns.

**In the area of finances, the Student accepts the responsibility to:**

1. Be informed—about the full cost, refund policies, and financial stability of the program by reading published statements on fees and policies and by contacting the program director and/or administrators with any questions.
2. Read and fully comprehend contracts before signing them, and keep a copy of all contracts and receipts.
3. Understand tuition costs completely and accurately.



4. Satisfy financial obligations to the program in a timely fashion.

**In the area of admissions, the Student accepts the responsibility to:**

1. Be knowledgeable about other available courses/programs to ensure that enrollment is based on an informed decision.
2. Represent oneself honestly in applying to the program.
3. Complete the application process promptly by submitting requested materials and fulfilling prerequisite requirements.

**In the area of attending classes, the Student accepts the responsibility to:**

1. It is your responsibility to account for your attendance to class by signing the role sheet at the beginning and the end of class. If there is any question of attendance, the sign in sheet are the only way of truly knowing attendance.
2. Please turn off electronics before class begins.
3. Be participate by taking notes during class, ask questions, and seek help.
4. Important concepts from the readings will be covered through lecture, discussion, small group work, and interactive activities. It is your responsibility and is expected that you come to class each day prepared (have read materials, objective questions completed, and prepared for discussion.)
5. Please do not leave class early unless for extreme illness and/or emergency.
6. Attendance and participation are important and essential. Absences on due dates for assignments do not excuse you from turning those assignments in during the class time that they are due. Illness or computer & printer problems do not exempt you from getting the assignments in on time. If you are ill, have someone bring your assignment to class before class begins to receive full credit.
7. It is your responsibility to make sure that instructors receive your assignments.
8. All papers must be properly submitted in according to the assignment sheet given out for that particular assignment in order to be graded.
9. Choose a classmate and exchange phone numbers just in case of an absence.
10. Ask instructor questions when something is unclear.

## Academic Phase

### ***Prerequisites and duration***

The academic phase is comprised of the Child Development class and eight required Montessori core courses. The academic phase is composed of lecture, presentations of materials, group process and discussion, and supervised practice with materials, with a minimum of 308 hours of on-site, direct contact between instructor and student. It is possible to get transferable college credit for our course through the California State University, East Bay



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Extension. Each class is 3.0 units for a total of 37 credit units. The courses can be taken over a school year.

### Practicum Phase

#### ***Prerequisites and duration***

**This phase is offered after demonstration of written English competency and completion of the Academic Phase (all classes must have final grade of B or higher).** Exceptions may be made to students that have not completed the academic phase, but is near the end. The practicum (student teaching) allows students to practice and implement Montessori teaching methods under supervision by experienced head teacher and Field Consultant. It is a period of observation, internalization, and further study of classroom leadership and parent involvements, in order to bring together the theory and the practice of Montessori education.

The practicum has the minimum of 540 hours and begins in September and ends in June. The student teaching is defined as 5 days a week, and minimum of 4 hours per day. These include class preparation, teaching, parent conferences and other duties of a lead teachers. The length of the practicum may be extended per student or the field consultant's requests to ensure all standards and competencies for the practicum are met. Prior work in a Montessori classroom is not counted toward the practicum requirement. The student teaching must be done consecutively.

It is the student's responsibility to contact schools and choose a practicum site. FMAE does not recommend any Montessori schools or place students in schools. If you are having difficulty, contact FMAE Program and/or Practicum Director.



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## 2021-2022 Academic Phase

2021 Fall Quarter	2022 Winter Quarter	2020 Spring Quarter	2022 Summer Quarter
<p><b>Course Development:</b> <u>Philosophy</u> Fridays, 8:30-5:30pm 9/3, 9/10, 9/17, 9/24, 10/1</p> <p><b>Philosophy</b> Saturdays, 8:30-5:30pm 9/4, 9/11, 9/18, 9/25, 10/2</p> <p><b>Course Development:</b> <u>Practical Life</u> Fridays, 8:30-5:30pm 10/8, 10/15, 10/22, 10/29, 11/5</p> <p><b>Practical Life</b> Saturdays, 8:30-5:30pm 10/9, 10/16, 10/23, 10/30, 11/6</p> <p><b>Course Development: EC Administration</b> Fridays, 8:30-5:30pm 11/12, 11/19, 11/26, 12/3, 12/10</p> <p><b>EC Administration</b> Saturdays, 8:30-5:30pm 11/13, 11/20, 11/27, 12/4, 12/11</p>	<p><b>Course Development:</b> <u>Sensorial</u> Fridays, 8:30-5:30pm 1/7, 1/14, 1/21, 1/28, 2/4</p> <p><b>Sensorial</b> Saturdays, 8:30-5:30pm 1/8, 1/15, 1/22, 1/29, 2/5</p> <p><b>Course Development:</b> <u>Language</u> Fridays, 8:30-5:30pm 2/11, 2/18, 2/25, 3/4, 3/11</p> <p><b>Language</b> Saturdays, 8:30-5:30pm 2/12, 2/19, 2/26, 3/5, 3/12</p>	<p><b>Course Development:</b> <u>Mathematics</u> Fridays, 8:30-5:30pm 3/18, 3/25, 4/1, 4/8, 4/15</p> <p><b>Mathematics</b> Saturdays, 8:30-5:30pm 3/19, 3/26, 4/2, 4/9, 4/16</p> <p><b>Course Development:</b> <u>Natural Science</u> Fridays, 8:30-5:30pm <b>Physical &amp; Life Sciences</b> 4/22, 4/29, 5/6, 5/20 <b>Social Studies</b> 5/13</p> <p><b>Natural Science</b> Saturdays, 8:30-5:30pm <b>Physical &amp; Life Sciences</b> 4/23, 4/30, 5/7, 5/21 <b>Social Studies</b> 5/14</p>	<p><b>Course Development: Art, Music &amp; Movement</b> Wed. &amp; Fri., 8:30-5:30pm <b>Art</b> 5/25, 5/27 &amp; 6/1 <b>Music</b> 6/3 <b>Movement</b> 6/8</p> <p><b>Art, Music &amp; Movement</b> Sat. &amp; Sun., 8:30-5:30pm <b>Art</b> 5/28, 5/29 &amp; 6/4 <b>Music</b> 6/5 <b>Movement</b> 5/22</p> <p><b>Course Development: Child Development</b> Fridays, 8:30-5:30pm 6/17, 6/24, 7/1, 7/8, 7/15 <b>Child Development</b> Thursday, 8:30-5:30pm 6/16, 6/23, 6/30, 7/7, 7/14 <b>Montessori EC Overview</b> 8:30-5:30pm 7/25, 7/26, 8/1, 8/8, 8/15 <b>Course Development: Child, Family &amp; Community</b> Fridays, 8:30-5:30pm 7/22, 7/29, 8/5, 8/12, 8/19 <b>Child, Family &amp; Community</b> Thursday, 8:30-5:30pm 7/21, 7/28, 8/8, 8/4, 8/11, 8/18 <b>Montessori Teacher Assistant</b> 8:30-5pm – 40 lab hours Dates: 8/3, 8/9, 8/10, 8/16, 8/17</p>

## 2022-2023 Practicum Phase

**Mandatory '22-'23 Interns Orientation** 6/11/2022: 8:30am-4:00pm

Practicum I : Seminars: 8:30-17:00	Practicum II : Seminars: 8:30-17:00
9/19/22, 10/10/22, 11/21/22	1/29/23, 5/6/23, 6/11/23

Internship – 540 hours

**Child Study Oral Presentation, Synthesis Presentation & Graduation** 10:00-4:00pm 06/11/2023

**Classroom Leadership** 8:30-5:30pm

1/7/22, 1/21/22, 2/4/22, 2/18/22, 3/4/22, 1/8/22, 1/22/22, 2/5/22, 2/19/22, 3/5/22



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### 2022-2023 Academic Phase

2022 Fall Quarter	2023 Winter Quarter	2023 Spring Quarter	2023 Summer Quarter
<p><b><u>Course Development: Philosophy</u></b> Fridays, 8:30-5:30pm 9/2, 9/9, 9/16, 9/23, 9/30</p> <p><b><u>Philosophy</u></b> Saturdays, 8:30-5:30pm 9/3, 9/10, 9/17, 9/24, 10/1</p> <p><b><u>Course Development: Practical Life</u></b> Fridays, 8:30-5:30pm 10/7, 10/14, 10/21, 10/28, 11/4</p> <p><b><u>Practical Life</u></b> Saturdays, 8:30-5:30pm 10/8, 10/15, 10/22, 10/29, 11/5</p> <p><b><u>Course Development: EC Administration</u></b> Fridays, 8:30-5:30pm 11/11, 11/18, 11/25, 12/2, 12/9</p> <p><b><u>EC Administration</u></b> Saturdays, 8:30-5:30pm 11/12, 11/19, 11/26, 12/3, 12/10</p>	<p><b><u>Course Development: Sensorial</u></b> Fridays, 8:30-5:30pm 1/6, 1/13, 1/20, 1/27, 2/3</p> <p><b><u>Sensorial</u></b> Saturdays, 8:30-5:30pm 1/7, 1/14, 1/21, 1/28, 2/4</p> <p><b><u>Course Development: Language</u></b> Fridays, 8:30-5:30pm 2/10, 2/17, 2/24, 3/3, 3/10</p> <p><b><u>Language</u></b> Saturdays, 8:30-5:30pm 2/11, 2/18, 2/25, 3/4, 3/11</p>	<p><b><u>Course Development: Mathematics</u></b> Fridays, 8:30-5:30pm 3/17, 3/24, 3/31, 4/7, 4/14</p> <p><b><u>Mathematics</u></b> Saturdays, 8:30-5:30pm 3/18, 3/25, 4/1, 4/8, 4/15</p> <p><b><u>Course Development: Natural Science Physical &amp; Life Sciences Social Studies</u></b> Fridays, 8:30-5:30pm 4/21, 4/28, 5/5, 5/19 5/12</p> <p><b><u>Natural Science Physical &amp; Life Sciences Social Studies</u></b> Saturdays, 8:30-5:30pm 4/22, 4/29, 5/6, 5/20 5/13</p>	<p><b><u>Course Development: Art, Music &amp; Movement</u></b> Wed. &amp; Fri., 8:30-5:30pm Art 5/24, 5/26 &amp; 5/31 Music 6/2 Movement 6/7</p> <p><b><u>Art, Music &amp; Movement</u></b> Sat. &amp; Sun., 8:30-5:30pm Art 6/3, 5/27 &amp; 5/28 Music 6/4 Movement 5/21</p> <p><b><u>Course Development: Child Development</u></b> Fridays, 8:30-5:30pm 6/16, 6/23, 6/30, 7/7, 7/14</p> <p><b><u>Child Development</u></b> Saturdays, 8:30-5:30pm 6/17, 6/24, 7/1, 7/8, 7/15</p> <p><b><u>Montessori EC Overview</u></b> 8:30-5:30pm 7/17, 7/24, 7/31, 8/7, 8/14</p> <p><b><u>Course Development: Child, Family &amp; Community</u></b> Fridays, 8:30-5:30pm 7/24, 7/31, 8/7, 8/14, 8/21</p> <p><b><u>Child, Family &amp; Community</u></b> Saturday, 8:30-5:30pm 7/21, 7/28, 8/8, 8/4, 8/11, 8/18</p> <p><b><u>Montessori Teacher Assistant</u></b> 8:30-5pm – 40 lab hours Dates: 8/8, 8/9, 8/10, 8/15, 8/16</p>

### 2023-2024 Practicum Phase

**Mandatory '23-'24 Interns Orientation** 6/14/2023: 8:30am-4:00pm

Practicum I : Seminars: 8:30-17:00	Practicum II : Seminars: 8:30-17:00
8/20/23, 10/8/23, 10/22/23	1/7/24, /6/24, 6/15/24

Internship – 540 hours

**Child Study Oral Presentation, Synthesis Presentation & Graduation** 10:00-4:00pm 06/15/2024

**Classroom Leadership** 8:30-5:30pm

1/7/24, 1/21/24, 2/4/24, 2/18/24, 3/4/24, 1/8/24, 1/22/24, 2/5/24, 2/19/24, 3/5/24



## TUITION & FEES

All fees are paid directly to Fountainhead Montessori Adult Education (FMAE) Montessori Early Childhood Education Program. It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school. Payments should be paid by credit card, e-check through student's portal or by check. Transaction fee may apply.

Tuition for each class (3 units) is \$495. There is a \$25 late fee charge of you pay on the first day of class. Payment plans may be requested.

### Course Costs *(refundable during the cancelation period)*

<u>Course</u>	<u>Materials</u>	<u>Total*</u>
1. FMAE 202: Child Development	\$0	\$495
2. FMAE 101/TED 7665-HA: Philosophy	\$0	\$495
3. FMAE 102/TED 7677-HA: Practical Life	\$0	\$495
4. FMAE 103/TED 7667-HA: Sensorial	\$0	\$495
5. FMAE 104/TED 7666-HA: Language	\$0	\$495
6. FMAE 105/TED 7669-HA: Mathematics	\$0	\$495
7. FMAE 106/TED 7675-HA: Natural Sciences	\$0	\$495
8. FMAE 107/TED 7670-HA: Art, Music & Movement	\$0	\$495
9. FMAE 108: Classroom Leadership	\$0	\$495
10. FMAE 109/TED 7693-HA: Practicum I	\$300	\$795
11. FMAE 110/TED 7618-HA: Practicum II	\$300	\$795
12. **FMAE 203: Child, Family, and Community	\$0	\$495
13. FMAE 204: Early Childhood Education Administration	\$0	\$495
14. **FMAE 301: Montessori Early Childhood Overview	\$0	\$495
15. **FMAE 302: Montessori Teacher Assistant	\$0	\$690

\*Total is based on regular tuition (\$495). For college credit, add \$430 for each available class.

\*\* Elective courses. Not required for AMS credential.

### Other Training Costs *(refundable during the cancelation period)*

<u>Trainings</u>	<u>Cost</u>	<u>Materials</u>	<u>Total**</u>
1. CPR with AED & First Aid Training	\$80	\$0	\$80

### Fees *(refundable during the cancelation period)*

	<u>Amount Due</u>
1. Initial Registration Application ***	\$100

2. Re-enrollment (if student has been inactive for 6 months)***	\$100
3. Late Assignment Submittal	\$25/each
4. AMS Credential Fee (During Practicum Phase)	\$250
5. MACTE Fee (During Practicum Phase)	\$188
6. Self-Directed Practicum Fee (During Practicum Phase)	\$600
7. Transportation Fee (During Practicum Phase)	\$0.58/mile
8. Student Tuition Recovery Fund	\$0/Qtr.
9. Returned Check	\$35/check
10. Late Registration Fee	\$25/class
11. Installment Payments Plan Fee (if approved)	\$25/installment
12. Transcript Fee (first one is free)	\$5/each
13. Electronic Tuition Transaction Fees	
2.6% of amount for credit card 0.75% of transaction for e-check; 2% of transaction for Alipay	

\*\*\* Non-refundable even during the cancelation period

### **Class Supplies**

Students are responsible for purchasing their own: Pictures, Books, Album, Binders, Sheet-Protector or other supplies as needed.

### **Estimated Total Cost**

- The estimated cost of the entire for an AMS Montessori Credential is \$7,078.  
Break down:

Tuition	\$5,940 (All required courses)
Materials and Application fees	\$700
AMS/MACTE fees	\$438

- The estimated cost of elective courses\*\*: \$1,760

Total Cost Period of Attendance and Estimated Total Cost for Entire Program: \$8,838

## **INTERNATIONAL STUDENTS TUITION & FEES**

International students please refer to International Students' Guide Book

### **Course Costs**

Tuition for the whole program is \$10,890. There is a \$25 late fee charge of you pay on the first day of class.

### Course



## *Fountainhead Montessori Adult Education*

- 16.FMAE 202: Child Development
- 17.FMAE 101: Philosophy
- 18.FMAE 102: Practical Life
- 19.FMAE 103: Sensorial
- 20.FMAE 104: Language
- 21.FMAE 105: Mathematics
- 22.FMAE 106: Natural Sciences
- 23.FMAE 107: Art, Music & Movement
- 24.FMAE 108: Classroom Leadership
- 25.FMAE 109: Practicum I: Seminars
- 26.FMAE 110: Practicum II: Supervised Year-Long Project
- 27.FMAE 203: Child, Family, and Community
- 28.FMAE 204: Early Childhood Education Administration
- 29.FMAE 301: Montessori EC Overview
- 30.FMAE 302: Montessori Teacher Assistant
- 31.FMAE 202CD: Course Development: Child Development
- 32.FMAE 101CD: Course Development: Philosophy
- 33.FMAE 102CD: Course Development: Practical Life
- 34.FMAE 103CD: Course Development: Sensorial
- 35.FMAE 104CD: Course Development: Language
- 36.FMAE 105CD: Course Development: Mathematics
- 37.FMAE 106CD: Course Development: Natural Sciences
- 38.FMAE 107CD: Course Development: Art, Music & Movement
- 39.FMAE 108CD: Course Development: Classroom Leadership
- 40.FMAE 203CD: Course Development: Child, Family, and Community
- 41.FMAE 204CD: Course Development: Early Childhood Education Administration

College credit is for California State University East Bay Teacher Education Department with \$430 an extra fee for each course.

<b>Other Fees</b> ( <i>Non-refundable</i> )	<u>Amount Due</u>
14. Initial Registration Application	\$100
15. Re-enrollment (if student has been inactive for 6 months)	\$100
16. Late Assignment Submittal	\$25/each
17. AMS Credential Fee (During Practicum Phase)	\$250
18. MACTE Fee (During Practicum Phase)	\$188
19. S-Directed Practicum Fee	\$600
20. Transportation Fee (During Practicum Phase)	\$0.58/mile
21. Student Tuition Recovery Fund	\$0/Qtr.
22. Returned Check	\$35/check
23. Late Registration Fee	\$25/class
24. Installment Payments Plan Fee (if approved)	\$25/installment
25. Transcript Fee (first one is free)	\$5/each



## Fountainhead Montessori Adult Education

### 26. Electronic Tuition Transaction Fees

2.6% of amount for credit card, 0.75% of transaction for e-check, 2% of transaction for Alipay

### **Class Supplies**

Students are responsible for purchasing and print their own: Pictures, Books, Album, Binders, Sheet-Protector or other supplies as needed.

### **International Student Fees may apply (Non-refundable):**

Transfer-In (from other schools' F-1) Application Fee: \$100.00  
I-20 issuance initial fee: \$200.00  
Dependent F-2 initial fee: \$800.00/ each  
Curricular Practical Training (CPT) I-20 Processing Fee: \$200.00  
Change of Practicum Site Fees for new CPT fee: \$200.00  
Transfer-out Fee: \$100.00  
Change of visa status to an F1 student visa legal fee: \$900  
Request for Evidence (RFE) preparing fee: \$200  
California State University East Bay credit fee for BA degree: \$2,412

### **Estimated FMAE Total Cost for International Student**

The estimated cost of the entire for an AMS Montessori Credential is \$11,428

Break down:

Tuition	\$10,890 (All required courses)
Application fees:	\$100
AMS/MACTE fees:	\$438

### **§ 76215. Student Tuition Recovery Fund Disclosures.**

(a) The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

(b) It is important that you keep copies of your enrollment agreement, financial aid documents,





## *Fountainhead Montessori Adult Education*

receipts, or any other information that documents the amount paid to the school.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education,  
1747 N. Market Blvd. Ste 225 Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone: (888) 370-7589 or (916) 574-8900 Fax: (916) 263-1897.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the Institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period Before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan Program as required by law, or has failed to pay or reimburse proceeds received by the institution in Excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student Loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.A

student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.



*Fountainhead Montessori Adult Education*

**Prior to signing this enrollment agreement**, you must be given a **Student Handbook** and a **School Performance Fact Sheet**, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. Fountainhead Montessori Adult Education is required to have you sign and date the information included in the **School Performance Fact Sheet** relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

Student Initials & Date \_\_\_\_\_

**(CEC §94911(c)) :**

**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE;**  
**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM;**  
**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.**

Student Initials & Date \_\_\_\_\_

**I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.**

—  
—

\_\_\_\_\_  
**STUDENT'S NAME**

\_\_\_\_\_  
**STUDENT'S SIGNATURE**

\_\_\_\_\_  
Date

I certify that FMAE has met the disclosure requirements of Education Code 94911 of the Private Postsecondary and Vocational Reform Act.

\_\_\_\_\_  
FMAE Representative's Signature

\_\_\_\_\_  
Date



## Intention to Complete Declaration

I have enrolled in Fountainhead Montessori Adult Education and am seeking an American Montessori Society Early Childhood Credential.

I understand that in addition to the FMAE Academic Phase, I must complete **Child Development, EC Administration** and **Child, Family and Community** classes with no less than a B.

I understand that I am responsible for paying all applicable charges and fees.

Student's Name \_\_\_\_\_ Student's Signature \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_

## Student Disclosure Verification

I have received a copy of the Fountainhead Montessori Adult Education (FMAE) Catalogue/Handbook containing the following information including other pertinent information.

- Notice of Student Rights
- Notice of Cancellation
- Refund Policy
- Placement Policy
- Attendance Policy

This verification will be part of my student record.

Student's Signature \_\_\_\_\_

Student's Name \_\_\_\_\_

Date \_\_\_\_\_



**FMAE**

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6665 Amador Plaza Rd., Suite 200.  
Dublin, CA 94568*

**Fountainhead Montessori Adult Education  
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925-820-1343 | fmtt.org**

**SCHOOL PERFORMANCE FACT SHEET  
CALENDAR YEARS 2018 & 2019**

**Montessori Early Childhood Education Program- 2 years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

<b>Calendar Year</b>	<b>Number of Students Who Began the Program</b>	<b>Students Available for Graduation</b>	<b>Number of On-Time Graduates</b>	<b>On-Time Completion Rate</b>
<b>2019</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>100%</b>
<b>2018</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>100%</b>

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2019	10	9	9	9	100%
2018	6	6	6	6	100%

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please visit the Admissions Office or speak to your advisor for details.

Meanwhile Students may find a list on page 24 of the student handbook: The United States Department of Labor's Standard Occupational Classification codes

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2019	0	9	9
2018	0	6	6

**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2019	9	0	9
2018	6	0	6



**Self-Employed / Freelance Positions**

<b>Calendar Year</b>	<b>Graduates Employed who are Self-Employed or Working Freelance</b>	<b>Total Graduates Employed in the Field</b>
<b>2019</b>	<b>0</b>	<b>9</b>
<b>2018</b>	<b>0</b>	<b>6</b>

**Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
<b>2019</b>	<b>9</b>	<b>9</b>
<b>2018</b>	<b>6</b>	<b>6</b>

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This program may result in freelance or self-employment.

- The work available to graduates of this program is usually for freelance or self-employment.
- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked in a day or week may be more or less than the traditional 8 hour work day or 40 hour work week.
- You can expect to spend unpaid time expanding your networks, advertising, promoting your services, or honing your skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.
- Students initialing this disclosure understand that either a majority or all of this school's graduates are employed in this manner and understand what comprises this work style.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Only initial after you have had sufficient time to read and understand the information.**



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**License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Graduates in Calendar Year	Number of Graduates Taking Exam	Number Who Passed First Available Exam	Number Who Failed First Available Exam	Passage Rate
2019	9	NA	NA	NA	NA
2018	6	NA	NA	NA	NA

Licensure examination passage data is not available from the state agency administering the examination. We are unable to collect data from # graduates.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information Reported
2019	9	9	0	9	0	0	0
2018	6	6	0	6	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please ask school admission officer for the information.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Cost of Educational Program**

Total charges for the program for students completing on-time in 2017: \$5,742, in 2018: \$5,742. Additional charges may be incurred if the program is not completed on-time.

**Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_**

**Initial only after you have had sufficient time to read and understand the information.**

**Federal Student Loan Debt**

Most recent three year cohort default rate, as reported by the United State Department of Education. <sup>1</sup>	The percentage of enrolled students in 20XX receiving federal student loans to pay for this program.	The average amount of federal student loan debt of 20XX graduates who took out federal student loans at this institution.	The percentage of graduates in 20XX who took out federal student loans to pay for this program.
NA	NA	NA	NA

<sup>1</sup>The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.





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**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

Students at Fountainhead Montessori Adult Education are not eligible for federal student loans. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

**Student's Initials:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Initial only after you have had sufficient time to read and understand the information.**

This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

\_\_\_\_\_  
 Student Name - Print

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 School Official

\_\_\_\_\_  
 Date



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## **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.



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- 
- "First Available Exam Date" is the date for the first available exam after a student completed a program.
  - "Passage Rate" is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.
  - "Number Who Passed First Available Exam" is the number of graduates who took and passed the first available licensing exam after completing the program.
  - "Salary" is as reported by graduate or graduate's employer.
  - "No Salary Information Reported" is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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**STUDENT'S RIGHT TO CANCEL**

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid, through attendance at the first class, or the seventh day after enrollment, whichever comes later. You may cancel this enrollment agreement and receive a refund by providing a written notice via email to [Stone@fmtt.org](mailto:Stone@fmtt.org). FMAE must receive a cancellation notice via email within the required time frame. There is no refund for courses that has a course-length of 8 hours or less. Refunds will be processed within 30 days of written notice.