

Date Received at MEI _____

Montessori Educators International, Inc.

913 E. Cumberland Drive Louisville, TN 37777 865 970-4322

APPLICATION FOR TEACHER EDUCATION COURSE

Name _____ Telephone (____) _____ e-mail _____

Address _____
Street/ Route/ Box number City State Zip code

Social Security # _____ Date of Birth _____

Application is being made for: **Early Childhood** (2 ½ - 6) **Elementary** (6 – 11)
Audit Early Childhood **Audit Elementary**

Name of high school _____

Address _____
(High school diploma is required. College degree requirement is dependent upon place of employment.)

Name of college _____

Address _____
Street/ Route/ Box number City State Zip code Country

Number of years of college _____ **OR** Degree granted _____

Include transcript of most recent education record, **two letters of reference** from previous employers or teachers with whom applicant has worked and a **copy of other Montessori certificates or diplomas** previously awarded, if any. Give name and address of course from which Montessori certificate or diploma was received. (None of the preceding documents are required for **audit** students.)

Employer _____ Phone _____

Address _____
Street/ Route/ Box number City State Zip code Country

Work experience relevant to childhood education or development beginning with most recent:

Submit an essay of 250 words (minimum) on why Montessori education is desired.

Montessori Educators International shall accept only qualified students and those who demonstrate ability to benefit from the courses offered; shall be obligated to provide those enrolled in courses with full information concerning fees, course content, and course locations; shall issue certificates or diplomas as applicable. **Instructors** provided by Montessori Educators International shall be experienced in the application of the Montessori method with children of the age level of the course and with adult education, as well as being trained to present Montessori Educators International courses. The performance of both instructors and students shall be monitored by MEI, Inc.

Instructors shall be obligated to evaluate and return work within two weeks of the date received, to keep accurate data on students, to serve in an advisory capacity, to keep students fully informed of progress and to attend required Montessori Educators International instructor seminars annually. **Students** shall be obligated to follow course requirements for preparation of assignments. Essays shall be a minimum of five hundred words with quotations from Montessori and relevant sources, written in proper form with correct spelling, grammar, punctuation and documentation, and corrected as specified by the instructor. Materials preparation shall conform to established guidelines. All students are obligated to respect the copyright of the printed course materials.

Application fee of \$100 must accompany the completed application and is non-refundable unless the student is not accepted, in which case a refund of \$75 will be made. Notification of action by the Admissions Committee shall be made within two weeks of receipt of all required documents. No refund is given for incomplete courses since the work may be continued when next scheduled. Additional charges to cover tuition increases may be made to those not completing all work within three years. Refer to the schedule for payment of fees and receipt of manuals.

Early Childhood Course The fees are \$2888 payable as follows: \$100 with application, \$688 upon acceptance (which includes the \$138 student fee to MACTE to cover accreditation), three additional installments of \$550, \$450 internship fee upon completion of the academic phase.

Early Childhood Audit The fees for auditing the Level 1 course are \$2300 payable as follows: \$100 with application, \$550 upon acceptance, three additional installments of \$550. Audit students are not responsible for written work.

Elementary Course The fees are \$3850 payable as follows: \$100 with application, \$550 upon acceptance, five additional installments of \$550, \$450 internship fee upon completion of the academic phase. Note: Those who have completed the MEI, Inc., Level 1 course receive a \$300 discount due to the prior receipt of Level 1 manuals.

Elementary Audit The fees are \$3400 payable as follows: \$100 with application, \$550 upon acceptance, five additional installments of \$550. Note: Those who have completed the MEI, Inc., Level 1 course receive a \$300 discount due to the prior receipt of Level 1 manuals. Audit students are not responsible for written work.

Fees for Internship

The fee for Internship is \$450 to cover expenses for the Field Supervisor and the supervising teacher. If the internship site is more than 25 miles from any Field Supervisor, there will be extra charges to cover costs of travel, room and board, if required.

Refunds

If the applicant submits a written notice of withdrawal within 72 hours of the date of student's submission of the application/contract, a full refund is made. Otherwise, the \$100 application fee is non-refundable unless the student is not accepted, in which case a refund of \$75 will be made. Notification of action by the Admissions Committee shall be made within two weeks of receipt of all required documents. There may be additional charges reflecting increases in tuition for those not completing all work within three years. Since course payments are made in installments, no refunds are made for that portion of the course for which manuals have been given. Incomplete courses may be continued when next scheduled. In unusual circumstances the refund policy may be appealed to the Arbitration Committee.

Cancellation

Any fees collected for a course for which there is not sufficient enrollment shall be refunded in full within thirty days of notification. Students shall be notified of course cancellation at least two weeks prior to the scheduled opening date of the course.

Upon acceptance, this application form becomes a contract between the undersigned and Montessori Educators International, Inc. I have read the catalog, understand its contents and agree to abide by its conditions and have received a copy of this application.

Signature of applicant _____ Date of Application _____

Student Accepted by MEI, Inc. _____ Date of acceptance _____

(signature of officer) By _____ Title _____

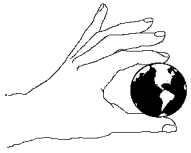
Please return the signed application, statement of receipt of information, transcript, references, essay, copy of other Montessori certificates, if any, and \$100 application fee, payable to Montessori Educators International, Inc., to:
Montessori Educators International, Inc., 913 East Cumberland Drive, Louisville, TN 37777

Notice of Nondiscriminatory Policy as to Students

Montessori Educators International, Inc., admits students of any race, color, national and ethnic origin to the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies and other school-administered programs.

For MEI, Inc., use

____ application information complete ____ educational transcript ____ essay ____ Statement of info
____ letter of reference 1 ____ letter of reference 2 ____ \$100 application fee
____ Action of Admissions Committee ____ copy of previous Montessori certificate (if any)



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Early Childhood and Elementary Courses

Student Statement of Receipt of Information

Please initial each item and sign the form.

_____ I have reviewed the course catalog and I am aware of the length of the program.

_____ I am aware of the cancellation and refund policy.

_____ I realize that any grievances not resolved on the institutional level with Montessori Educators International, Inc. may be forwarded to the Tennessee Higher Education Commission, Nashville, TN 37243-0838 or telephone (615) 741-5293.

_____ For the program entitled Early Childhood, I have been informed that the current withdrawal rate is 18.2% and the completion rate is 11.1%. For the program entitled Elementary, I have been informed that the current withdrawal rate is 8% and the completion rate is 33.3%.

_____ For the program entitled Early Childhood or Elementary Montessori Teacher Education Courses, I have been informed that for the students who graduated, the job placement rate is 100%. I understand that Montessori Educators International, Inc. offers no guarantee of job placement and has no job placement service.

_____ I am aware of the following costs:

- application fee, \$100 ;
- Early Childhood tuition, \$2200, paid in four installments;
- Early Childhood MACTE fee, \$138
- Elementary tuition, \$3300, paid in six installments;
- practice teaching (internship) fee, \$450;
- travel expense (published IRS rate per mile by car), food and lodging if field supervisor is more than 25 miles away from practice teaching site;
- reexamination fee, \$25; evaluation of work submitted three or more times, \$5.00 per submission;
- Dr. Montessori's books, approximately \$100 purchased new (may be borrowed or checked from library);
- ten binders to contain the course manuals, approximately \$20, but used ones are acceptable;
- transparent sheet protectors (optional), approximately \$27;
- card stock, approximately \$25;
- white paper, approximately \$20;
- laminating, approximately \$50;
- pictures for geography, reading, time lines, zoology, botany obtained from periodicals, free;
- colored pencils, lettering pen and scissors, approximately \$10;
- Total cost of all items (excluding field supervisor's travel expenses)
 - Early Childhood: approximately \$2900 to \$3050.
 - Elementary: approximately \$4000 to \$4150

_____ I am aware of the following transfer of credit information:

Credits earned at Montessori Educators International, Inc., may not transfer to another educational institution. Credits earned at another educational institution may not be accepted by Montessori Educators International, Inc. You should obtain confirmation that Montessori Educators International, Inc., will accept any credits you have earned at another educational institution before you execute an enrollment contract or agreement. You should also contact any educational institutions that you may want to transfer credits earned at Montessori Educators International, Inc., to determine if such institutions will accept credits earned at [name of institutions giving disclosure] prior to executing an enrollment contract or agreement. The ability to transfer credits from Montessori Educators International, Inc., to another educational institutions may be very limited. Your credits may not transfer and you may have to repeat courses previously taken at Montessori Educators International, Inc., if you enroll in another educational institution. You should never assume that credits will transfer to or from any educational institution. It is highly recommended and you are advised to make certain that you know the transfer of credit policy of Montessori Educators International, Inc., and of any other educational institutions you may in the future want to transfer the credits earned at Montessori Educators International, Inc., before you execute an enrollment contract or agreement.

signature of applicant

SS #

date