

Montessori Northwest Enrollment Agreement
622 SE Grand Avenue, Portland, OR 97214
Early Childhood Certification - AMI Montessori Primary Program Blended - 850 Hours
 Start - End Date: July 18, 2022 - June 29, 2023

This Enrollment Agreement is legally binding when signed by the student and accepted by Montessori Northwest (MNW).

Student's Name _____ Email _____
 Address _____ Phone Number _____

Terms of Contract

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$1,000
Program Tuition Cost	\$13,300
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$13,300
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$13,300

Additional Program Costs

Students can expect to spend additional funds up to \$900 on an AMI Membership, paper, binders, printing ink, classroom materials for their portfolio, and \$250 on transportation (to and from observation & practice teaching, parking, etcetera). These charges or fees are *not* paid to MNW.

Tuition payment options (choose one)

All students, including sponsored students, are individually financially responsible to MNW and must select one of the following options.

- Option A. Early Payment in full**
 This discounted option (5% = \$665) is *only* available to Primary 3-6 students when the discounted tuition \$12,635 is paid in full by **May 1, 2022**.
 Due upon enrollment \$1,000 Tuition Deposit
 Due by **May 1, 2022** \$11,635 Tuition II

- Option B. Two Payments**
 Due upon enrollment \$1,000 Tuition Deposit
 Due **June 20, 2022** \$12,300 Tuition II

- Option C. Three Payments**
 Due upon enrollment \$1,000 Tuition Deposit
 Due **June 20, 2022** \$6,150 Tuition II
 Due **November 20, 2022** \$6,150 Tuition III

- Option D. Monthly Payments**
 \$1,000 Tuition Deposit plus 10 payments of \$1,250 due by the 20th of each month. This payment plan includes a \$200 finance charge.
 Due upon enrollment \$1,000 Tuition Deposit
 10 Payments due by the 20th of each month (June 2022 - March 2023) \$1,250 Monthly Tuition II - XI

- Option E. Whitworth University Partnership**
 MNW students enrolled in Whitworth University's (WU) cooperative program will pay MNW and WU tuition directly to WU. WU will pay MNW after 2/3 of the semester has been completed. Please submit proof of enrollment in WU and, if applicable, financial aid award to MNW.
 Due upon enrollment \$1,000 Tuition Deposit to MNW

- Sponsorship**
 - Sponsored students *must select a payment option* (above) and collect the following information providing Montessori Northwest with the authorization to a. bill a Third Party for a student's tuition expenses, and b. share the student's financial records with the Third Party.
 - The Third Party will follow the payment option selected. *Students are responsible for unpaid charges; a late fee will be assessed if unpaid by the due date.*

Third Party's Name _____
 Contact's or Authorized Representative's Information
 Name (if different than above) _____ Relationship to Student _____
 Address _____ Phone Number _____
 Email _____ Signature _____ Date _____

Payment Submission

All payments will be processed via an emailed link to secure an electronic funds transfer from a bank account or credit card. Credit card payments will incur a 3% processing fee. Cash or checks are not accepted. Email financial questions to the Finance Director, Robyn Ellis, robyn@montessori-nw.org.

Late Fees

A \$50 fee will be assessed monthly for late payments.

See reverse for additional policies.

Montessori Northwest
622 SE Grand Avenue, Portland, OR 97214
Enrollment Agreement Cont. Page 2

Notice to the Buyer

Do not sign this agreement before you read it or if it contains any blank spaces. This is a legal instrument. All pages of this contract are binding. Read all pages before signing. You are entitled to an exact copy of the agreement, Student Handbook, and any other papers you may sign and are required to sign a statement acknowledging receipt of those.

Students in California programs: Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet (found online at <https://montessori-nw.org/cadislosures>) which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution 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 salary or wage information, and the most recent three-year cohort default rate, if applicable, prior to signing this document.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examinations 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, initialled, and dated the information provided in the School Performance Fact Sheet.
Initials _____

Unfair Business Practices

It is unfair business practice for the school to sell, discount, or otherwise transfer this contract or promissory note without the signed written consent of the student or their financial sponsors if the student is a minor, and a written statement notifying all parties that the cancellation and refund policy continues to apply.

Loans

If you obtain a loan to pay for an education program, you have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you default on a federal or state loan, both of the following may occur:

- The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled to reduce the balance owed on the loan.
- You may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Student’s Right to Cancel: Cancellation and Refund Policies

Termination before the Commencement of Classes

If participation in the program is terminated prior to entering classes,

- The student must submit a written notice of such cancellation to MNW’s Portland address.
- Students in California programs: A student has the right to cancel and obtain a refund of charges through attendance at the 1st class session, or the 7th day after enrollment, whichever is later.
- Students in Oregon and Washington programs: The notice must be postmarked no later than midnight of the 5th business day (excluding Sundays and holidays) following your signing this contract.
- The written notice can be personally or otherwise delivered during the aforementioned time.
- In the event of a dispute over timely notice, the burden to prove service rests on the applicant.
- All monies paid by the student shall be refunded if the student does not sign an enrollment agreement and does not commence participation in the program.

Termination after the Commencement of Classes

If participation in the program is terminated for any reason after entering classes, the student is financially obligated to MNW according to the following formulas or maximum charges:

- Students in Oregon and Washington programs: Termination after the commencement of classes and before completion of 50% of the program, the student has the right to cancel and obtain a refund of charges paid. The student shall be issued a pro-rata refund according to the published schedule of classes. Refunds will be issued within 30 business days after notification of termination is received by MNW.
- Students in Oregon and Washington programs: Termination after completion of 50% or more of the program, the student shall be obligated for the full tuition of the program and shall not be entitled to any refund.
- Students in California programs: In all cases, \$250 of Registration fees and all Student Tuition Recovery Fund Fees are non-refundable.

Duration of program Enrollment

1st class session, July 18, 2022, or 7th day after enrollment, whichever is later
Completed 60% or less (but more than above)
Completed 61% or more

MNW Refund

All paid tuition refunded
Pro-rata refund
No refund

Official Date of Termination

The official date of termination of a student will be the last date of recorded attendance when withdrawal occurs in any of the following manners:

- When MNW receives written notice of the student’s intention to discontinue participation in the program.
- When the student is terminated for a violation of a published MNW policy, which provides for termination.
- When a student fails to attend classes for 15 consecutive calendar days, without notice to MNW.

See the following page for additional policies.

Montessori Northwest
 622 SE Grand Avenue, Portland, OR 97214
 Enrollment Agreement Cont. Page 3

Discontinuance of the program

If MNW continues to operate under its license but discontinues instruction in any program after the program has begun, the students enrolled in the discontinued program are entitled to a pro-rata refund of all tuition paid unless a comparable program is arranged by MNW to be provided at another private vocational school, and such arrangements are agreed to in writing by the student.

- Notice in advance of the discontinuance will be provided to students in writing.
- Requests for refunds pursuant to this provision must be made in writing by the enrolled student within 30 days following discontinuance of the program. Money due to the applicant/student will be refunded within 30 calendar days after receipt of the request.

Federal Student Financial Aid Funds

If you have received federal student aid funds, you are entitled to a refund of monies not paid from federal student financial program funds.

Student Tuition Recovery Fee (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses 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.

Notice Concerning Transferability of Credits and Credential Earned at Our Institution

The transferability of credits you earn at Montessori Northwest is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI Diploma you earn in Montessori Northwest’s program is also at the complete discretion of the institution to which you may seek to transfer. If the credit hours or diploma that you earn at Montessori Northwest are 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 may seek to transfer after attending Montessori Northwest to determine if your credits or diploma will transfer.

Inquiries

Any inquiry a student may have regarding this contract may be made in writing to Montessori Northwest, 622 SE Grand Avenue, Portland, OR 97214. Students in Oregon programs: Contact the Oregon Higher Education Coordinating Commission, Private Career Schools Licensing Unit, 255 Capitol St. NE, Salem, Oregon 97310 or by calling 503.947.5751.

Students in California programs: 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 at 1747 North Market Boulevard Suite 225, Sacramento, CA 95835 and/or P.O. Box 980818, West Sacramento, CA 95798-0818. 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 toll-free or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov.

I certify that

- MNW has described in writing, accurately and completely, the prerequisites and requirements for successfully completing the AMI Montessori Diploma program.
- I have read the 2022 - 2023 MNW Student Handbook and have received an exact copy of this 2022 - 2023 Enrollment Agreement.
- I hereby agree to abide by all policies set forth by Montessori Northwest.
- I understand the following charges:

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TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$13,300
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	\$13,300

- 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.

Print Name _____ Date _____

Signature _____

Social Security Number _____ - _____ - _____

This is used for financial agreement purposes only and is kept secure.

Signature for Montessori Northwest _____ Date _____