

**SECONDARY I&II ENROLLMENT AGREEMENT**  
**HOUSTON MONTESSORI CENTER**  
**7807 Long Point Rd. Ste. 100**  
**HOUSTON, TEXAS 77055**  
**California Secondary I-II Additional Location**  
Silver Oak Charter Montessori High School  
951 Palisade Street, Hayward CA 94542  
(925) 455-8021 houstonmontessoricenter.org

**ENROLLMENT AGREEMENT - FEES AGREEMENT 2016 - 2018**

<u>PROGRAM TITLE</u>	<u>CLASS DATES</u>	<u>CLOCK HOURS</u>
Secondary I and II (12 through 18)	July 18, 2016 – July 21, 2018	Academic 544

  

<u>PROGRAM</u>	<u>TUITION</u>	<u>BOOKS</u>	<u>FEES*</u>	<u>TOTAL</u>
Secondary I and II (12 through 18)	\$ 9,000	\$ 450	\$ 550	\$ 10,000

\*Fees include application, MACTE, AMS, and CA Recovery Tuition fee (if required) which is non-refundable.

TOTAL CHARGES

**In additional, to the \$10,000 adult learners must attend the 4-day February, 2018 seminar in Houston at their own expense - transportation and lodging.**

Secondary adult learners have a 9-month practicum with visits by a field consultant. Extra practicum fees may be assessed based on the type, location, and special needs of the practicum. The rate is \$85 for in town visits and \$275/day for out of town visits.

METHOD OF PAYMENT 2016 - 2018

Shown below are tuition plans for the various programs. \$100 application fee are non-refundable. Please check your selected method of payment.

- | <u>S I and II</u>   | <u>\$</u> |
|---|-----------|
| <input type="checkbox"/> <u>One Payment Plan</u>  |           |
| <u>PAYMENT IS DUE ON OR BEFORE THE FIRST DAY OF CLASS</u>   | \$9,900   |
| <input type="checkbox"/> <u>Two Payment Plan</u>  |           |
| <u>FIRST PAYMENT DUE ON OR BEFORE THE FIRST DAY OF CLASS</u>  | \$5,400   |
| <u>Second payment due on or before July 1, 2017</u>   | \$4,500   |
| <input type="checkbox"/> <u>Four Payment Plan</u>   |           |
| <u>FIRST PAYMENT DUE ON OR BEFORE THE FIRST DAY OF CLASS</u>  | \$3,225   |
| <u>3 Payments due on or before January 1, 2017, July 1, 2017, January 1, 2018</u>                       |           |
| <u>Three payments of \$2,225</u>  |           |
| <input type="checkbox"/> <u>Six Payment Plan</u>  |           |
| <u>FIRST PAYMENT DUE ON OR BEFORE THE FIRST DAY OF CLASS</u>  | \$2,485   |
| <u>5 Payments due on or before October 2016, January 2017, April 2017, July 1 2017, January 1 2018,</u> |           |
| <u>Five payments of \$1,483</u>   |           |

Please Note: All payments are due on the first of the month (with the exception of the first tuition payment) and are subject to a late fee of 1 1/2% if received after the tenth of the month. Adult learners whose payments are delinquent are not eligible to participate in lectures, work sessions, seminars, workshops, exams or have field consultant observations.

I acknowledge that I am to pay Houston Montessori Center according to the method of payment checked above. I understand that I may not participate in Houston Montessori Center lectures, work sessions, seminars, workshops, exams, or have field consultant observations until all financial and academic obligations have been met.

Payments may be made by cash or check. Any holder of this consumer credit contract is subject to all claims and defenses, which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder.

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 Post secondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833 or PO Box 980818 West Sacramento, CA 95789-0818 [www.bppe.ca.gov](http://www.bppe.ca.gov) (888) 370 7589 for by fax 916 263897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary education cy call 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](http://www.bppe.ca.gov)

\_\_\_\_\_(initial) Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain import 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 salaries or wages, and the most three year cohort default rate, if applicable, prior to signing this agreement.

\_\_\_\_\_(initial) 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 this information provided in the School Performance Fact Sheet.

\_\_\_\_\_(initial) I understand that this a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities and that the institution cancellation and refund policies have been clearly explained.

Signature of Student	Print Name	Date
Address of Student	Street Address	City, ST Zip
Name of School	Street Address	City, ST Zip
Signature of Houston Montessori Executive Director/ Date		

You must pay the state-imposed assessment for the student Tuition Recovery Fund (STRF) if all of the following applies to you: 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 either by cash, guaranteed student loans, or personal loans, and

Your total charges are not paid by any party payer such as employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies: you are not California resident, or are not enrolled residency program or 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain school regulated by the Bureau for Private Post secondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

The school closed before the course of instruction was completed.

The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

The school's failure to pay or reimburse loans proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

There was a material failure to comply with the Act or this Division with 30 days prior to closure, the period determined by the Bureau. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

#### CANCELLATION POLICY - RIGHT TO CANCEL

A full refund will be made to any student who cancels the enrollment contract after the enrollment contract is signed or after the first class or seventh day after enrollment whichever is later.

#### REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance, if the adult learner is terminated by the school;
  - (b) The date of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the cancellation privilege the student does not enter school, not more than \$100 in nonrefundable administrative fees shall be retained by the school for the entire residence program or synchronous distance education course
4. Refunds for items of extra expense to the student, such as books, tools, or other supplies should be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.
5. A student who withdraws for a reason unrelated to the student's academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of "incomplete" and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.
6. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (a) An enrollee is not accepted by the school;
  - (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
  - (c) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

*A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.*

#### 8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

- (a) if tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;
- (b) a grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or
- (c) the assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:
  - (1) satisfactorily completed at least 90 percent of the required coursework for the program; and
  - (2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 60 days after the effective date of termination.

HMC does not participate in any federal or state financial aid programs. 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. 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 of the loan. The student may not be eligible for another federal student financial aid at another institution or other government financial assistance until the loan is repaid.

**NOTICE OF CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.** Transferability of credits you earn at Houston Montessori Center is at the complete discretion of an institution to which you make seek to transfer. Acceptance of the credential you earn in Secondary I-II is also at the complete discretion of the institution to which you may seek to transfer. If the credential that you earn at this institution are not accepted 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 you attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending HMC to determine if our credential will transfer.

If a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal.

#### CANCELLATION PROCESS

If you are unable to participate in the teacher education program for which you have been accepted, please notify HMC by completing and returning the form below

**RETURN TO: HOUSTON MONTESSORI CENTER 7807 Long Point Rd. Ste. 100 Houston, TX 77055**

Please be notified that NAME (PLEASE PRINT) STREET CITY STATE ZIP  
is withdrawing from Houston Montessori Center's Teacher Education Program: Sec I&II  
Signature Date

FOR OFFICE USE: WITHDRAWAL NOTICE RECEIVED ON: \_\_\_\_\_ REFUND BY CHECK NO. \_\_\_\_\_ AMOUNT \_\_\_\_\_  
ISSUED TO: DATE Sec I&II

