

Diploma and Certificate Course Enrolment Form

Getting Started

Please read carefully through the whole of this form before filling it in. Please write clearly in ink using block capital letters and tick the appropriate boxes where indicated .

When you have completed the form, please ensure you have signed the declaration on the back page and return with all the items listed on page 7 to the following address:

Admissions
Maria Montessori Institute
26 Lyndhurst Gardens
London NW3 5NW
United Kingdom

Title: Mr Mrs Miss Ms Other

Surname: First names:.....

Please indicate which course you would like to enrol on:

One Year Full-time Montessori International Diploma Course AMI (97th)

17 September 2010 – 24 June 2011

Two Year Full-time Montessori International Diploma Course AMI (97th/98th)

17 September 2010 – 29 June 2012

Two Year Montessori International Diploma Course AMI (98a/b)

21 September 2010 – 29 June 2012, 2 evenings per week and occasional Saturdays 98a

21 September 2010 – 29 June 2012, 5 mornings per week 98b

Montessori Assistants Certificate Course AMI (18th)

20 April 2010 – 22 June 2010, 2 evenings per week and occasional Saturdays, 9 weeks – London

Alternative formats/venues*

Oxford (18a)

St Andrews (18b)

Montessori Lecture Series AMI (1st)

September 2010, dates t.b.a.

0-3 Montessori Assistants to Infancy Diploma Course AMI (4th)

August 2010 – April 2012 (modular)

The Organisation also offers a variety of workshops and additional opportunities for ongoing professional development. Please contact us for further information and for details about the Montessori Lecture Series.

Entry to these courses is by interview. Please check availability of places.

Maria Montessori Institute, 26 Lyndhurst Gardens, London NW3 5NW United Kingdom

Telephone: +44 (0)20-7435 3646 Fax: +44 (0)20-7431 8096 E-mail: info@mariamontessori.org www.mariamontessori.org

**Please contact us for exact details.*

Personal Details

All information will be treated in the strictest of confidence

Date of birth: Other languages spoken:

No/ages of children (if any):

Nationality:

Mother tongue:

(All students must have good spoken and written English.)

Contact Details

Permanent address:

..... Postcode:

Telephone (daytime): Telephone (evening):

email: Mobile:

Address in UK if different from above:

..... Postcode:

Telephone (daytime): Telephone (evening):

Address to which invoices should be sent (if different from above) and to whom the invoice should be made out to:

..... Postcode:

Name of person to be informed in case of emergency:

Telephone: email:

Education

Please state your highest educational qualification (and/or level of education achieved), the subjects you studied, with place/date of examination, and enclose copies of appropriate documentation:

.....
.....

Employment/Work Experience

Please give details of any previous teaching experience or other relevant experience:

.....
.....

How did you hear about the Course?

Recommendation Careers Office Open Evening Internet Advertisement

Other:

Health Form

Student's name

(not required for Montessori Lecture Series)

Statement of health (note any pertinent comments, explanations or details)

Are you in good health?	Yes <input type="radio"/> No <input type="radio"/>	
Are you at present attending the doctor for any reason?	Yes <input type="radio"/> No <input type="radio"/>	
Are you currently prescribed any medication?	Yes <input type="radio"/> No <input type="radio"/>	(Medication details:)
Have you ever suffered any form of illness/disability which may affect your work?	Yes <input type="radio"/> No <input type="radio"/>	
Have you ever suffered from nervous or other similar illnesses?	Yes <input type="radio"/> No <input type="radio"/>	(Date of illness and duration:)
Have you ever suffered from tuberculosis or epilepsy?	Yes <input type="radio"/> No <input type="radio"/>	
Are you registered disabled?	Yes <input type="radio"/> No <input type="radio"/>	(Details including registration number:)

Your General Practitioner

Name:

Address:
 Postcode:

Telephone:

How long have you been registered with this GP?

To be completed by your General Practitioner:

The applicant is about to undertake an intensive course of study.
 Would you consider him/her in good physical and mental health? Yes No

Is the applicant, in your opinion, suitable to be in charge of young children? Yes No

Please verify that the applicant's chest has been checked for the presence of TB.

Date of examination: Result of examination:

Doctor to sign below to verify all statements on this form. All information will be treated with the strictest of confidence. The application for enrolment cannot be considered before we have received the completed section.

Signature of Doctor:

Doctor's stamp:

Date:

Schedule Of Fee Payments

Fees shown here are inclusive. Aside from the cost of the AMI Diploma Course examination* and books and materials for your own personal use, no additional payments are required for any other elements of the course such as teaching practice, supervised practice sessions, etc. Fees also cover student membership to the Association Montessori Internationale and the Montessori Society (AMI) UK.

One Year Full-time Montessori International Diploma Course AMI (2010 – 2011)

I am applying for the Full-time Montessori International Diploma Course AMI (One Year) beginning 17 September 2010.

I enclose payment of £240. I understand that the application fee is **non-refundable** and **non-transferable**.

Please indicate one of the following:

- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in full – £7,300 by 27 August 2010.
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 2 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
27 August 2010 Payment of £3,860 1 January 2011 Payment of £3,860

Two Year Full-time Montessori International Diploma Course AMI (2010 – 2012)

I am applying for the Full-time Montessori International Diploma Course AMI (Two Years) beginning 17 September 2010.

I enclose payment of £240. I understand that the application fee is **non-refundable** and **non-transferable**.

Please indicate one of the following:

- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in full – £13,960 by 27 August 2010.
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 2 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
27 August 2010 Payment of £7,300 26 August 2011 Payment of £7,300
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 4 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
27 August 2010 Payment of £3,860 1 January 2011 Payment of £3,860
26 August 2011 Payment of £3,860 1 January 2012 Payment of £3,860

*Cost of the AMI Diploma Course examination is £290. Please note that this applies to all of the Diploma Courses and is due in the spring of your examination year.

Montessori International Diploma Course AMI (2010 – 2012)

I am applying for the Montessori International Diploma Course AMI (Two Years) beginning 21 September 2010.

- Evenings/Saturdays Mornings

I enclose payment of £240. I understand that the application fee is **non-refundable** and **non-transferable**.

Please indicate one of the following:

- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in full – £7,300 by 29 August 2010.
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 2 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
- | | | | |
|----------------------|-------------------|----------------------|-------------------|
| 27 August 2010 | Payment of £3,860 | 28 August 2011 | Payment of £3,860 |
|----------------------|-------------------|----------------------|-------------------|
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 4 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
- | | | | |
|----------------------|-------------------|----------------------|-------------------|
| 27 August 2010 | Payment of £1,980 | 1 January 2011 | Payment of £1,980 |
| 26 August 2011 | Payment of £1,980 | 1 January 2012 | Payment of £1,980 |

Montessori Assistants Certificate Course AMI (2010)

Please enrol me on the Montessori Assistants Course beginning 20 April 2010 – London.

Please indicate one of the following:

- I would like to pay the tuition fee in full – £580 by 13 April 2010.
- I would like to pay the tuition fee in 2 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
- | | | | |
|---------------------|-----------------|-------------------|-----------------|
| 13 April 2010 | Payment of £405 | 1 June 2010 | Payment of £225 |
|---------------------|-----------------|-------------------|-----------------|
- St Andrews and Oxford dates t.b.a.

Montessori Lecture Series AMI (2010)

Please enrol me on the Montessori Lecture Series beginning September 2010.

Please indicate one of the following:

- I would like to pay the tuition fee in full – £580 by 27 August 2010.
- I would like to pay the tuition fee in 2 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
- | | | | |
|----------------------|-----------------|-----------------------|-----------------|
| 27 August 2010 | Payment of £405 | 20 October 2010 | Payment of £225 |
|----------------------|-----------------|-----------------------|-----------------|

0-3 Montessori Assistants to Infancy Diploma Course AMI (2010-2012)

I am applying for the 0-3 Montessori Assistants to Infancy Diploma Course AMI beginning August 2010.

I enclose payment of £240. I understand that the application fee is **non-refundable** and **non-transferable**.

Please indicate one of the following:

- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in full – £7,300 by 23 July 2010.
- Having paid the application fee, and if accepted on the course, I would like to pay the tuition fee in 3 instalments. (Each instalment includes an additional charge for using this facility.) Payment must be received by:
- | | | | |
|---------------------|-------------------|--------------------|-------------------|
| 23 July 2010 | Payment of £3,200 | 22 July 2011 | Payment of £3,200 |
| 20 March 2012 | Payment of £1,350 | | |

Payment Details

I wish to use the following payment method:

Cheque (We accept cheques drafted in £Sterling only)

I enclose a cheque made out to Maria Montessori Training Organisation.

Amount of cheque: £ Signature Name (if not yourself):

Name of your bank:

Date of payment: Cheque/draft No.:

Credit Card

Please charge to my MASTERCARD/ACCESS/VISA card the amount: £

Card No.: ■■■■■ ■■■■■ ■■■■■ ■■■■■ Expiry Date: ■■ / ■■

Name as printed on card:

Security Number: (last three digits of number on the reverse of the card)

Address at which card is registered:

..... Postcode:

Signature:

Please debit my future instalments from this card Yes No

Bank Transfer

I wish to pay by bank transfer and I will ensure that an additional amount of £15 will be added to each of my payments to cover bank charges. *Please ensure that you email us with details of the transfer naming the issuing bank and your account name.*

Your Bank will require the following information to make the transfer:

Our Account Name: Maria Montessori Training Organisation
26 Lyndhurst Gardens, London NW3 5NW

Our Name of Bank: Allied Irish Bank (GB)
202 Finchley Road, London NW3 6BX

Our Bank Sort Code: 23-83-95 SWIFT: AIBKGB2L

Our Account No.: 02046091 IBAN: GB62 AIBK 2383 9502 0460 91

Name and address of your bank:
.....

Are you applying for a Career Development Loan? Yes No

Further Requirements*

1. Please attach four passport size photographs.
- 2a) Please attach two character references. Each should be written by someone in a professional capacity who has known you well for at least two years.
- 2b) Please identify your two referees below:

Referee 1	Referee 2
Name:	Name:
Address:	Address:
.....
.....
Relationship:.....	Relationship:.....

3. Please attach, in your own writing, an essay of approximately 750 words. Choose **one** of the following titles for your essay:
 - i) Why I wish to follow a Montessori Course.
 - or
 - ii) What qualities I think an adult should possess if they wish to work with young children.
4. Please indicate whether you require information on finding accommodation..... Yes No
5. Please indicate whether you will need to obtain a Student Visa..... Yes No
(Fees must be settled in full in order to be granted a Student Visa.)
6. All students will require police clearance as required by law for teaching practice. Students outside the UK will be required to supply a copy of a police clearance form from their country of domicile. Students within the UK will be required to apply to the Criminal Records Bureau for Clearance. Contact us for the relevant form if required.
7. I have enclosed the following with this application:

Diploma Course Application fee	Yes <input type="radio"/> No <input type="radio"/>
Assistants Certificate Fee/Instalment	Yes <input type="radio"/> No <input type="radio"/>
Montessori Lecture Series Fee/Instalment	Yes <input type="radio"/> No <input type="radio"/>
Four Passport photos	Yes <input type="radio"/> No <input type="radio"/>
Two Character references	Yes <input type="radio"/> No <input type="radio"/>
Essay	Yes <input type="radio"/> No <input type="radio"/>
Health Form completed by your Doctor	Yes <input type="radio"/> No <input type="radio"/>
Copies of educational documents	Yes <input type="radio"/> No <input type="radio"/>
Police Clearance form	Yes <input type="radio"/> No <input type="radio"/>
Photocopy of photopage of passport	Yes <input type="radio"/> No <input type="radio"/>

And Finally...

Now please turn to the back page, read and sign the declaration and return the enrolment form with all these items listed to the address on the front page.

All documents provided must be in English.

Once you have received acceptance onto the Course, we will send you a Course Handbook, Course Commitments and Invoice for your Tuition fee.

Please do not hesitate to contact the Office should you have any questions regarding the enrolment procedure.

Terms and Conditions

1. The Application fee is non-refundable and non-transferable.
2. Acceptance on to the Course and payment of the tuition fee forms a binding contract between the prospective student and Maria Montessori Institute (MMI) subject to these terms and conditions, from which time the student agrees to pay the entire Course fees irrespective of whether they complete the Course or not.
3. Diploma and Certificate fees cannot be refunded or transferred under any circumstances. Students are advised to insure themselves against loss of fees due to personal accident or illness.
4. MMI reserves the right to suspend students making late payment for tuition from attending MMI.
5. Students paying any fees in instalments will be fully liable to pay MMI the balance of the fees if for any reason they are unable to complete the Course.
6. Students paying by electronic bank transfers or by cheques drawn on foreign bank accounts must ensure that MMI receives the full amount due after any bank charges that are payable.
7. All Course fees are subject to annual review and may be increased pursuant to such review.
8. MMI reserves the right to change the timing and/or content of any Course and to provide suitable alternatives.
9. Diploma Courses: 90% attendance is required in order to be eligible to sit for the Diploma Examination.
10. Certificate Course: 90% attendance is required in order to be eligible for the award of a Certificate.
11. Each student is provided with the MMI Student Handbook on acceptance. This contains the Institute's rules and regulations and advice on how to prepare for and get the best out of the Courses.
12. MMI reserves the right to ask a student to discontinue the course of study for medical, psychological, academic or other pertinent reasons.
13. MMI reserves the right to suspend from continued attendance any student whose attendance or conduct is unacceptable. As it is not possible to reallocate the place on the Course, no refund of fees will be made if the Course fees have been paid in full and those using the instalment facility will be liable to pay the balance of fees immediately.
14. MMI takes no responsibility for the loss or damage of any personal belongings.
15. Copyright in all materials provided by MMI belongs to MMI or its associated bodies. All materials are provided for personal use of the individual student only and are not to be copied, circulated or included in other material or published in any form.
16. Plagiarism is not tolerated. If a student is found to have plagiarised someone's work, that student's course will be terminated.
17. Students are expected to abide by the conditions laid down for taking the Course and any arrangements made for their training during the Course including teaching practice and observation in schools.

DECLARATION: I have read and agree to the Terms and Conditions laid out above.

Student

Name (Please print):

Student Signature:

Date:

Person liable for fees (if other than student)

Name (Please print):

Signature:

Date: