

AMI Montessori Teacher Training Center of Northern California

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STUDENT CATALOG HANDBOOK

AMI Primary Course XLVII

September 2012 - June 2013



ASSOCIATION MONTESSORI INTERNATIONALE

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Introduction

The AMI Montessori Teacher Training Center of Northern California (MTTC of NC) directs a course of study for one academic year preparing adults to work with children three to six years of age according to the Montessori principals. This course leads to the internationally recognized Association Montessori Internationale (AMI) Primary Montessori Diploma, which qualifies the graduate to apply the Montessori Method with children between the ages of 3 to 6 and to be employed as a Montessori primary classroom teacher. The curriculum includes lectures on the Montessori philosophy, psychology (theory and practice), supervised demonstrations and practical sessions with the Montessori apparatus, and observation and practice teaching in Montessori classrooms with AMI Primary Montessori Guides. Lectures include human development, brain development, early childhood development and a comparative study of the child, family, and community. The relationship between Montessori education and current childhood educational practices is also included. All students are accepted into the course with the provision that the director could ask them to stay for a second year. AMI examinations are given by an examining panel selected by the AMI Scientific Pedagogy Committee. Students reaching a satisfactory standard at these examinations will be awarded the AMI Primary Montessori Diploma.

The course is conducted in-residence from September 2012 to June 2013.

The language of the Course is English. English proficiency is required and will be determined by personal interview, written documentation, and/or a TOEFL examination. No English language services are provided by the training center.

This school is authorized under Federal law to enroll nonimmigrant alien students. Following your student interview and upon acceptance into the program, those students needing a student visa will be issued an I-20 student visa application, which leads to an M-1 student visa upon approval by the United States government. AMI Montessori Teacher Training Center of Northern California charges a non-refundable fee of \$150 for this service. This charge is in addition to the Course tuition charge. Additional charges will be assessed by the U.S. Immigration and Customs Enforcement, I-901 Fee Remittance

This student catalog handbook covers the AMI Primary Montessori Teacher Training Course XLVII, September 4, 2012 to mid June 2013.

Prospective enrollees may visit, by appointment, the physical facilities of the school and to discuss personal education and occupational plans with school personnel prior to signing an enrollment agreement. The prospective student is required to have an AA or BA degree, however some students may be accepted without a degree depending upon experience after a personal interview.

The AMI Montessori Teacher Training Center of Northern California currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

The AMI Montessori Teacher Training Center of Northern California, 317 Moorpark Way, Mountain View, CA 94041, is a private institution and was granted Final course approval (#4301781) from The Bureau for Private Postsecondary Education in accordance with the provisions of California Education Code 94900 and/or 94915 and/or Article 9.5. Final course approval means that the Bureau has determined that the school and its operation comply with standards established under law for private educational institutions. Approval must be renewed annually. "Approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendation by the state or by the Bureau."

Any questions a student may have regarding this catalog 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, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

The AMI Montessori Teacher Training Center of Northern California does not currently and never has had a petition in bankruptcy or operated as a debtor in possession and has never had a petition in bankruptcy filed against it.

All information in the content of this school catalog handbook is current and correct and is so certified as true by Mr. Montgomery S. Kenison, AMI Director of Training.

Curriculum

Curriculum of the AMI Montessori Primary Teacher Training Course

	<u>Semester Units</u>
I. Lectures	
1. Montessori and Child Psychology	
• Philosophy and Education Theory	3 Units
• History - Former Educators	3 Units
2. Childhood Development	
• Early Childhood Development	4 Units
• Comparative Study of Child, Family, and Community	4 Units
3. School Curriculum	
• Administration/Supervision Techniques	4 Units
• Parent Education, Techniques, and Family Development	4 Units
II. Demonstration and Theory of Montessori Materials 5 Units	
1. Practical Life	
2. Sensorial	
3. Language and Literature	
4. Mathematics	
5. Science, Art, Music and Movement	
III. Practical Sessions	
• Supervised practice of Montessori Materials	4 Units
IV. Observations	
• Traditional preschools, daycare centers, Montessori Schools	4 Units
V. Practice Teaching in Approved Montessori Schools	
• Making Montessori Materials	5 Units

Total: 40 Semester

Units*

**40 Semester Units are equivalent to 1200 credit hours/credits*

Course Description

AMI Montessori Primary Teacher Training Course of Northern California

The AMI Montessori Primary Teacher Training Course for teaching ages 3 to 6 is accredited by the Association Montessori Internationale (AMI).

Course of Study

The Montessori primary program of studies presents theory and use of materials for development, all of which are arranged in a carefully prepared environment. The materials for development include activities for practical life, refinement of the senses, language and mathematics. Geography, history, physical science, and life science are presented to the child through various language and manipulative activities.

Curriculum of the AMI Montessori Teacher Training Center of Northern California AMI Montessori Primary Teacher Training Course

Montessori and Child Psychology: *Philosophy & Education Theory* 3 Units

This class explores the development & psychology of the young child in accordance with the psychology of Maria Montessori and the philosophy of the Montessori method. Particular emphasis is given to children three to six years old.

History: *Former Educators* 3 Units

This class explores the history of education. We study former early childhood educators and the process of education as a whole.

Childhood Development: *Early Childhood Development* 4 Units

During this class we study the planes of development, the sensitive periods, the absorbent mind & Dr. Maria Montessori's other theories of early childhood education.

Childhood Development: *Comparative Study of Child, Family & Community* 4 Units

Early childhood education is not confined to the classroom environment. This class is designed to help the student delve into the whole child. We study the influence of both family life and the greater community on the development of the child.

School Curriculum: *Administration/Supervision Techniques* 4 Units

Every Montessori teacher needs to understand the complexities facing the school environment. We look at the challenges and techniques for administering an early childhood environment, coupled with supervision techniques.

School Curriculum: Parent Education, Techniques, & Family Development

4 Units

Parent education is a key component to the success of every Montessori program. We explore the essentials of parent education, communication, and techniques for assisting in the building of the family structure. We also focus on the basics of record keeping and progress reports for the 3 – 6 age group.

Demonstration and Theory of Montessori Materials: Practical Life, Sensorial, Language & Literature, Mathematics, Science, Art, Music & Movement

5 Units

This class is designed to inspire the pre-school Montessori teacher in all areas of the curriculum. We focus on practical life activities, which enhance the development of control and movement, sequencing and concentration through inviting and purposeful work. Sensorial materials enable the child to order, classify and describe sense experiences such as dimension, color, texture, sound and sight. Language includes oral language development, written expression, reading, elements of grammar, and literature. Mathematics makes use of manipulative materials to help the child gain an understanding of the concepts of number, symbol, sequence, operations, and memorization of basic facts. Music and art are vehicles for self-expression as well as areas around which to build appreciation for other modes of communication. The program for the teacher presents key points for bringing these materials for development to the primary aged child (ages 3 – 6). In addition, skill for guiding a group of children at this stage of development is covered theoretically and practically through observation and practice teaching in Montessori classrooms.

Practical Sessions: Supervised practice of Montessori Materials

4

Units

All master teachers must practice giving lessons to truly be prepared. This class provides students the opportunity to explore all areas of the Montessori 3 – 6 classroom, including Practical Life, Sensorial, Mathematics, Language, Geography, Science, and Culture. Students will learn to use the materials as well as instruct with the materials.

Observations: Traditional Preschools, Daycare Centers, Montessori Schools

4

Units

All good teachers must be good observers. Children will indicate what they need through their actions, choices and demeanor. This class explores traditional program curriculum, daycare center atmospheres, and Montessori School environments.

Practice Teaching in Approved Montessori Schools and Montessori Material Making

5

Units

To become a Montessori Directress, students must learn the technique of interaction with children ages 3–6. Opportunities for practice teaching in approved Montessori classrooms with AMI Primary Montessori Guides are assigned throughout the duration of the Course.

Students are required to create Montessori materials that are applicable to children ages 3–6. All Montessori lessons are to be written and organized into teaching albums including Practical Life, Sensorial, Language, Math, and Theory.

Comprehensive Written and Oral Examinations are required at the conclusion of the AMI Montessori Training Course.

Completion of all course work, practicum, albums, and a passing grade of the exams are required for graduation and issuance of an AMI diploma.

Required Reading

1. *Montessori Madness*, Trevor Eissler
2. *Creative Development in the Child*, Volumes 1 & 2, Dr. Maria Montessori *
3. *The Absorbent Mind*, Dr. Maria Montessori *
4. *The Discovery of the Child*, Dr. Maria Montessori *
5. *The Secret of Childhood*, Montessori, Dr. Maria Montessori
6. *Advanced Montessori Method, Volume 1*, Dr. Maria Montessori *
7. *The Formation of Man*, Dr. Maria Montessori *
8. *Maria Montessori-Her Life and Work*, E.M. Standing
9. *Understanding the Human Being*, Dr. Silvana Montanaro
10. *Basic Ideas of Montessori's Educational Theory*, Dr. Maria Montessori

* The books by Dr. Maria Montessori, published by Kalakshetra Publications, are the required textbooks of the Course.

Suggested Reading

Advanced Montessori Method, Volume 2, Dr. Maria Montessori **
 Booklet – “The Montessori Method,” 3 articles, Dr. Maria Montessori **
The Child in the Family, Dr. Maria Montessori **
The Child, Society and the World, Dr. Maria Montessori
Dr. Montessori's Own Handbook, Dr. Maria Montessori
Education for a New World, Dr. Maria Montessori **
Education and Peace, Dr. Maria Montessori **
From Childhood to Adolescence, Dr. Maria Montessori
To Educate the Human Potential, Dr. Maria Montessori **
What You Should Know About Your Child, Dr. Maria Montessori **
Education for Human Development, Mario Montessori, Jr.
Maria Montessori-A Biography. Rita Kramer
Educateurs sans Frontiers, Renilde Montessori

** Kalakshetra publication

Kalakshetra Publications and all other books are available from:

Nienhuis Montessori USA
 150 South Whisman Road
 Mountain View, CA 94041

650-964-2735 or 800-942-8697

Facilities

The AMI Montessori Teacher Training Center of Northern California is comprised of the following available space and facilities:

- Administrative office
- Director's office and conference room
- Library (housed in the above offices) and accessible during class hours
- Lecture room and model classroom
- Practice room for trainees containing Montessori materials
- Material making room
- Kitchen/break-room
- Convenient bathroom facilities
- Parking facilities in front and back of building

This institution, with the facilities it occupies and the equipment it utilizes, fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety, and health.

Faculty

Montgomery S. Kenison

Director of Training, administrator, and instructor of the AMI Montessori Teacher Training Center of Northern California, an AMI approved Course, Mountain View, CA. Founded in 1965 by Lena Wikramaratne and Vera M. Kenison.

Education/Experience

He received his AMI Montessori Primary diploma in 1973. From 1973 to 1982, he was a course assistant and in training to become an AMI Teacher Trainer. Since 1982, he has been a Montessori Trainer approved by Association Montessori Internationale (AMI), Amsterdam, Holland, the international headquarters of AMI. He has had over forty years of experience in private Montessori schools.

Currently, he is an international lecturer, AMI examiner, AMI consultant, and he serves on the Materials Committee of AMI.

2004 to 2010 – Board member, AMI, Amsterdam, Holland

August, 2004 – Educateurs sans Frontières, Burgos, Spain

1989 to 1995 – Board member, AMI-USA, Rochester, New York

Certificate of Authorization #16030

Course Information, Schedule, and Statement of Conditions

Duration of School Year

The AMI Montessori Primary Teacher Training Course will begin September 4, 2012 and will end with graduation held before the 15th of June 2013.

Office hours: 1:00 pm to 5:00 pm, Monday through Thursday during class sessions. Call for an appointment.

Class hours: 1:15 pm to 5:45 pm, Monday through Thursday.

Class begins promptly at 1:15 pm.

The Center is accessible at all times for independent practice and additional work.

Observation and assisting hours:

3 weeks of assigned classroom observation will be:

8:00 am to 12:00 pm or 4:00 pm Monday through Friday.

5 weeks of assigned classroom assisting will be:

8:00 am to 12:00 pm or 4:00 pm Monday through Friday.

Lectures, Demonstrations and Supervised Practice

From 1:15 pm to 5:45 pm lectures will be given in the Montessori Method - Philosophy, Psychology and its practical application. The lectures will include demonstration of exercises and discussions.

The materials of each unit of activity will be presented and demonstrations made of each exercise in the four areas of work:

a) Practical Life b) Sensorial c) Language d) Mathematics.

Students are required to write out these exercises according to the prescribed format and include illustrations of the sequence of presentation of each unit of activity. Each unit of activity in its completed form is to be submitted for correction one week after the presentation.

Supervised practice sessions, with materials of the exercises demonstrated, will be held each week. Supervised practice is to review and clarify.

Independent Practice

Independent practice is the time for each student to become familiar with each exercise before attempting to write that exercise as demonstrated. Each student is required to put in an additional six hours (minimum) of independent practice with the materials presented each week at the Training Center, not during class hours.

Each demonstrated exercise should first be practiced during independent practice before being written as an exercise. Questions and difficulties should be written out for discussion during supervised practice.

Required Individual Work (Homework)

Students must do individual work on their own time.

A minimum of four hours of individual work each week will be required for the preparation of materials, illustrating your exercises, making vocabulary cards and other cultural materials, reading books, and composing exercises. (This is in addition to the six hours of independent practice required at the center.) All artwork is counted as individual work. This work is NOT to be done during the hours, 1:15 pm - 5:45 pm, Monday through Thursday.

Each typed exercise with the required illustrations is to be handed in for correction within one week of its presentation.

Students are to keep a record of independent practice and individual work hours. These hours should be recorded daily, showing date and hours, and totaled by month. The record of these hours will be due prior to oral exams.

Observations

90 hours (minimum) of assigned observation will be scheduled at AMI Montessori classrooms. Students will be required to travel to selected schools. Students are required to daily eat lunch with the children of the school as part of their observation.

Written observation notes are to be handed in after each observation assignment. These notes are to be kept in an observation journal. Discussions on observations will be periodically arranged. Any questions arising during observations must wait for discussion until the end of the class session being observed.

Five outside observations are also required. The student may select any school that is not used for assigned observations. Each student is responsible to arrange these observations and fulfill this assignment. The record of these observations is due March 1, 2013.

Albums

Each student will complete an album of written and illustrated exercises for each of the four areas as noted above. These exercises must be written out as each student's original work according to the prescribed format and include illustrations of the sequence of presentation. The student may use digital photographs or drawings. Due dates of the albums will be announced throughout the Course.

In addition, students are required to prepare:

1. A theory album.
2. Series of Vocabulary and Nomenclature language cards as researched according to the directions given.
3. Make Montessori materials as assigned for each of the four areas of the prepared environment.

N.B. Any or all work that is not up to standard and any failure to turn in albums as required will result in the denial of the Oral Examination to such trainee.

Assistant Teacher Practice

During the school year, each student will be given the opportunity to assist/practice teach in Montessori classrooms with AMI Primary Montessori Guides. The student is required to assist five consecutive mornings and afternoons each week at the assigned school, so as to fulfill the required minimum number of hours of assistant teacher practice, 160 hours. Students are required to daily eat lunch with the children of the school as part of their assistant teacher practice.

AMI Examinations and Diploma

Students must complete each unit of study within the course in a satisfactory manner before being advanced to the next unit of study.

Review of the year's work will be arranged by the Director at least two weeks before the date of the oral and practical examinations. All albums must be complete!

The Association Montessori Internationale examinations will consist of the following:

1. Two three-hour written exams to be arranged between April 1st and May 15th.
 - Theory A: Montessori Philosophy and Psychology
 - Theory B: Theory and Methods of Application
2. Two hours (minimum) oral and practical examination will be given by the AMI Examiners on the knowledge of materials in the four areas: Practical Life, Sensorial, Language, and Mathematics. These examinations will be held on the dates as determined by the Internationale Examiner and AMI headquarters in Amsterdam.
3. Four completed materials albums and the additional material and albums as outlined above are to be handed in for final evaluation as arranged by the director. These albums must meet the required standards set by the Director before the student can be allowed to take the oral examinations.

N.B. Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass" both in the written examinations and the international oral examination held in May/June in order to graduate and be granted the AMI Montessori Primary Diploma.

4. The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. This diploma must bear the signatures of the President and General Secretary of the Association Montessori Internationale, and be signed by the Director of the Training Program. The AMI diploma certifies that the person has completed successfully the Primary Montessori Training Course and is therefore qualified to apply the Montessori method with children between the ages 3 to 6 and be employed as a Montessori primary classroom director (individual government employment requirements must also be met).

Guidelines for Academic Standards, Behavior, and Attitudes

The following guidelines are set forth in order to prepare for the task of directing children and bringing the student's work in the course to the level required for the AMI examination. Due to the unique nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training. This institution has not entered into an articulation or transfer agreement with any other college or university.

Attendance

Attendance is required at all lectures, demonstrations, practice, and observation sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory, and independent practice classes. Attendance records are also kept on assigned observation and assistant teacher practice.

The work of the course is already condensed to a tight schedule and absences are impossible to make up and, therefore, affect your academic and practical performance.

Any absences from the course must have the approval of the Director. The Training Center must be notified prior to each absence via phone. In the event of extended absence due to medical reasons each individual case will be reviewed by the Director.

Students failing to maintain satisfactory attendance will be advised by the Director. Thereafter, if attendance fails to improve, the Director, acting at their discretion, may dismiss a student for unsatisfactory attendance. The AMI minimum attendance requirement is 90%. Anyone falling below 90% attendance will not be able to sit for exams.

Quality of Work

Work at college level is expected. Periodic evaluations in the Theory and Practical work of the students, will be made by the Director throughout the year. Any student not performing at the standards expected may be placed on probation. If the student's work does not improve, the student may be asked to withdraw from the course.

Copyright

Copyright in all materials provided by the AMI Montessori Teacher Training Center of Northern California belongs to the training center or AMI. 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, written and digital. No voice or video recording of any content of the Course is allowed.

Requirements in the Classroom for Observations and Assisting

Please read the regulations of each school and refer to them frequently to be aware of your responsibilities. This will save time, as well as, allow you to give the classroom Directress every possible assistance in attending to the work at hand.

Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the Course, the better your ability will be in preparing yourself for the AMI examinations and for the work that you will carry out with the children in the future.

Characteristics of behavior and qualities of personality will be taken into account and evaluations discussed with you throughout the year.

General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents, and everyone else with whom you will be in contact during the school year.

Please feel free to discuss your opinions with the Director.

At the discretion of the Director, a student may be dismissed from school for behavior creating a safety hazard to other persons at school, disobedient or disrespectful behavior to a student or faculty member, or any other stated or determined infraction of conduct.

Manner of Dress

You are required to dress in a professional manner. Each student will take the responsibility of being presentable with pride in his or her appearance and manner.

Mobile Communication Devices

Cell phones and all electronic communication devices must be turned off during class hours, as well as, during observation and practice teaching assignments.

Food and Drink

All food and drink must be consumed in either the kitchen/break-room and/or the outside patio area.

Eating or drinking is not allowed in the lecture hall or material-making room of the center.

Eating or drinking is not allowed in the children's classrooms.

Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the AMI Montessori Teacher Training Center. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes.

No Smoking

Smoking is NOT allowed on any school premise.

Examinations and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high and albums compiled by the trainee will be critically evaluated by the AMI examiners. A student failing in any section of the oral or theory exams must repeat that part of the examination in the following year. If a student fails all six sections of the exams, that student must repeat the entire training course.

The Director and staff of the AMI Montessori Teacher Training Center of Northern California will give every possible assistance to the student in the work of the Course.

Notice Concerning Transferability Of Credits And Credentials Earned At Our Institution

The transferability of credits you earn at AMI Montessori Teacher Training Center of Northern California is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in AMI Primary Montessori Training is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 may seek to transfer after attending the AMI Montessori Teacher Training Center of Northern California to determine if your diploma will transfer.

Student Information

Student Housing

The AMI Montessori Teacher Training Center of Northern California provides no student housing assistance. Nor does the Training Center have any dormitory facilities, therefore, the available and cost range of housing is unknown. All students are responsible for their own housing accommodations.

Student Records

Students are advised and cautioned that state law requires this educational institution to maintain school and student records. These records are stored at the training center, 317 Moorpark Way, Mountain View, CA 94041.

Job Opportunities

No job placement assistance is offered through the training center. Job placement information is available through communication from the Montessori community. The center receives many job offerings and this information is available to the trainees. AMI Montessori trained personnel for pre-school programs are in great demand worldwide.

Total Registration and Tuition Fees

TOTAL FEES, CHARGES AND EXPENSES

Registration Fee	\$	<u>100.00</u>	
<i>(non-refundable)</i>			
Tuition	\$	<u>8,700.00</u>	(includes the obligation to the *Student Tuition Recovery Fund, which is non-refundable (.0025 per \$1,000.00))
Total Charges	\$	<u>8,800.00</u>	

SCHEDULE OF PAYMENTS: Total Amount Due \$8,800.00, payable as follows:

\$100.00	upon application
\$900.00	on acceptance in the course
\$4,800.00	to be paid on the first day of class
\$3,000.00	to be paid January, first day of class
\$8,800.00	TOTAL CHARGES

Student Tuition Recovery Fund

* “You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. 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
2. Your total charges are not paid by any third party payer such as an 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:

1. You are not a California resident, or not enrolled in a 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 schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of the any of the following:

1. The school closed before the course of instruction was completed.
2. 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.
3. The school’s failure to pay or reimburse loan 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.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

To be eligible for STRF, you must be a "California resident" and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Non-Discrimination Policy

No person will be denied opportunity for education or be subject to discrimination in any project, program, or activity because of race, religion, sex, national origin, ancestry, age, handicap, or veteran's status.

Withdrawal From Course

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the agreement, which is until midnight of the seventh day following the first class you attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$250.00 within 45 days following your withdrawal. You are obligated to pay only for educational services rendered. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- a. You notify the school of your withdrawal of the actual date of withdrawal.
- b. The school terminates your enrollment.
- c. You fail to attend classes for a three-week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you.

If you are eligible for a loan guaranteed by the federal or state government and you default 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.

Notice of Student Rights

You may cancel your contract for school, without any penalty or obligations on the seventh day following your first class session as described in the Notice of Cancellation form that will be given to you at the first day of class you attend. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the student complaint/grievance designee, Deborah Kenison. If you have any complaints, questions, or problems which you cannot work out with the school, write or call: The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.