

**NA SUNG MONTESSORI INSTITUTE**

**CATALOG**

APRIL 2013 - APRIL 2014

743 S. GRAND VIEW STREET  
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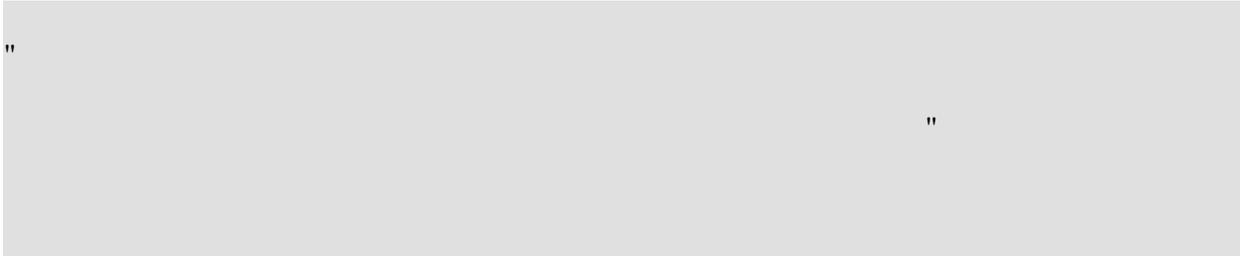
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**GENERAL INFORMATION**

**Approval Disclosure Statement**

**Na Sung Montessori Institute is a private Institution approved to operate by the Bureau for Private Postsecondary Education.**



Montessori Education Certificate Program	344 Hrs	23.0 Cr. Hrs.
Early Childhood Education Program	216 Hrs	14.4 Cr Hrs.

Instruction is in residence with a facility occupancy level that will accommodate students. California statute requires that a student, who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying the fact. Na Sung Montessori Institute awards its graduates a diploma/ completion certificate as an acknowledgment of their accomplishment and graduation from Na Sung Montessori Institute.

Prospective students are encouraged to visit the physical facilities of the Institute and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements. Na Sung Montessori Institute currently does not have assistance programs to provide the student the opportunity to finance their tuition and fees.

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director.

Unresolved complaints may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive., Suite 400, Sacramento, CA 95833. (916) 431-6959 Fax (916) 263-1897.  
**Toll Free: (888) 370-7589**

**"A student or any member of the public may file a complaint about this institution with The Bureau for Private Postsecondary Education by calling Toll Free Number 1 (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)".**

**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. (916) 431-6959 Fax (916) 263-1897. Toll Free: (888) 370-7589**

**Administration & Staff**

Institute Director

Dr. Byeong Yeon Kim B.S. Seoul National University

Director of Admissions

Student Services/Placement Officer

Faculty

Montessori Education Certificate Program

Dr. Moon Hee Kim Montessori Certificate – California, New Hope University  
PH.D., Vision International University

Soon Keum Choi B.A. Chung Ang University

M.A. Chung Ang University

Montessori Certificate - New Hope University

E.C.C. Certificate, California New Hope University

Helen Hyosook Lee - Instructor

Montessori Certificate, Montessori Teacher's Training School

Th.M. Claremont Theological School

**Institution Mission,**

Na Sung Montessori Institute offers a superb educational experience that stimulates professional interests and goals of its students. Our purpose is to focus on the importance of individual student needs by providing high-quality career oriented short-term skills training. Na Sung Montessori Institute's educational programs are intended to meet the expectations of the student and the community with the Child care credential and knowledge of child development and the laws and regulations to enter the community as a leader in model child care as a professional.

## **Goals and Objectives:**

Na Sung Montessori Institute's graduates will possess skills to accept intellectual, personal, ethical and social responsibilities which will guide them to a successful career in child development. Na Sung Montessori Institute's students will gain the knowledge and skills needed to perform a secure, nurturing, developmentally appropriate environment for preschool children.

## **History**

### **Semester Credit Hour Measure**

A Semester Credit Hour (Unit) equals one or any combination of 15 hours of lecture/theory equals 1 semester unit, 30 hours of laboratory/demonstration equals 1 semester unit and 45 hours clinical/extern ship/ work based activity equals 1 semester unit. A clock hour is defined as “A period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction and 10 minutes allowed for student break. This formula complies with the Federal 34 CFR.

### **Academic Year Definition**

The academic year for programs less than 24 semester credit hours is 32 weeks.

The academic year for programs with at least 24 semester credit hours is 36 weeks (48 if beyond 2 semesters).

### **Transfer of Credit Policy**

#### **"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION".**

**The transferability of credits you earn at Na Sung Montessori Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Na Sung Montessori Institute is also at the complete discretion of the institution to which you may seek to transfer.**

**If the certificate or diploma that you earn at Na Sung Montessori Institute are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the 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 Na Sung Montessori Institute to determine if your credits or certificate or diploma will transfer.**

**IF A STUDENT OBTAINS A LOAN TO PAY FOR THE EDUCATIONAL PROGRAM, THE STUDENT WILL HAVE THE RESPONSIBILITY OF REPAY THE FULL AMOUNT OF THE LOAN PLUS INTEREST, LESS THE AMOUNT OF ANY REFUND, AND THAT, IF THE STUDENT HAS RECEIVED FEDERAL STUDENT**

**FINANCIAL AID FUNDS, THE STUDENT IS ENTITLED TO A REFUND OF THE MONEYS NOT PAID FROM FEDERAL STUDENT FINANCIAL AID PROGRAM FUNDS.**

**THIS INSTITUTION DOES NOT HAVE A PENDING PETITION IN BANKRUPTCY, OR OPERATING AS A DEBTOR IN POSSESSION, AND HAS NOT FILED A PETITION WITHIN THE PRECEDING FIVE YEARS, OR HAS HAD A PETITION IN BANKRUPTCY FILED AGAINST IT WITHIN THE PRECEDING FIVE YEARS THAT RESULTED IN REORGANIZATION UNDER CHAPTER 11 OF THE UNITED STATES BANKRUPTCY CODE (11 U.S.C. SEC 1101 ET SEQ).**

**THE INSTITUTION DOES NOT OFFER DORMITORY/HOUSING FACILITIES OR HAVE ACCESS UNDER ITS CONTROL. THE AVAILABILITY OF HOUSING LOCATED REASONABLY NEAR THE INSTITUTION IS THE RESPONSIBILITY OF THE STUDENT TO SEEK OUT AND OBTAIN. NO FACILITIES ARE RECOMMENDED OR SPONSORED BY THIS INSTITUTE. THIS INSTITUTE DOES NOT OFFER AN APPROXIMATE COST OR RANGE OF COST FOR ANY HOUSING. THIS WILL BE THE RESPONSIBILITY OF EACH STUDENT ON THEIR OWN.**

## **INSTITUTIONAL POLICIES AND INFORMATION**

### **Physical Description of School**

Na Sung Montessori Institute, Los Angeles Campus, occupies approximately square feet in a traditional campus facility located at 743 S. Grand View Street Los Angeles, CA 90057.

#### **Facilities include:**

2 Classrooms with a maximum of 20 students per 1 Instructor per class. Administrative offices, and a licensed operating daycare facility on the premises.

### **Admissions Policy**

Applicants must be 18 years of age, and, at a minimum, possess a high school diploma or its equivalency (GED). Prospective students should contact Na Sung Montessori Institute to set up an appointment with an Admissions Representative to receive information about the Institute, its curriculum, and admission policies. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist him/her in determining the best way to meet his/her career objectives.

### **This Institutes policy regarding the acceptance of credits earned at other institutions or through challenge examinations and achievements test.**

This institute will evaluate transcripts for credit related to the actual course within a 5 years period from date of earned credits.

This process will evaluate your earned credits within the last five years as equal to the subject matter offered in your program.

This institute will offer a test for the student with prior experiential learning, and request evidence of enrollment in a previous college level program that will evaluate the ability of the student equal to the current training offered. Although this Institution will encourage the student to participate in the total course offered, as it benefits the student and the class, the student may be offered the credit for a portion, not to exceed **16 total** hours of experiential learning. The final decision will be that of the Institution Director. There is no charge for this evaluation to the student, if accepted transcript credits, the student may be credited the cost of the accepted credit for prior education/ experiential learning not to exceed the maximum of **16 hours**. Each student will be evaluated separately by the Institution Director.

### **Admissions Procedures**

As part of the admission procedure, applicants must:

- Complete and submit an Application Form
- Submit an original high school diploma or GED
- Attend a New Student Orientation.
- Complete, sign, and submit an Enrollment Agreement.
- Sign documents acknowledging receipt of disclosure forms.
- Pay a Registration Fee of \$100.00.(Non-Refundable)
- 

### **Admissions Policy**

Programs of training are open for regular enrollment to men and women who possess a High School Diploma or the equivalent, and the ability to benefit from the training offered. Prospective students are invited to visit the institution and discuss their needs, goals, and objectives with an Admissions Representatives. Na Sung Montessori Institute uses an ability-to-be-trained test which is used as an entrance test.

The Institution only admits High School diploma, or GED (equivalent) for enrollment into the programs. If a high school diploma is not available, prospective student may be asked to provide evidence of enrollment in a previous college level program.

Each applicant accepted for training will complete a request for transcript form to be sent to Secondary and Postsecondary institutions he/she has attended or to provide evidence of enrollment in a previous college level program.

### **Ability to Benefit**

All applicants for admission to the Institute must be administered a test that is designed to

reliably measure their ability to be successfully trained to perform the tasks associated with the program of instruction.

**This Institute has not entered into an articulation or transfer agreement with any other College or University.**

### **Withdrawal / Dropout Policy & Procedure**

Students who wish to withdraw from their training program should contact the Institution Director. All students who withdraw or dropout (failed to attend classes for a three-week period without prior arrangement) are required to meet with the Business office. Regardless of the circumstances of withdrawal or the date of notification to the Institution, the official withdrawal date is the last date a student attended classes. Both refunds and final grade determinations are based upon last date of class attendance.

### **Reenrollment**

Any student who wishes to re-enroll in the same program should first submit a letter to the Institution Director explaining the reason for initial withdrawal and reasons to re-enroll. Any student who re-enrolls must sign a new enrollment agreement at the prevailing tuition. This procedure is for a “Seven Day Cancellation” as well as program cancellations or terminations. All outstanding balance due to program cancellations/terminations must be paid in full.

Any credit given for prior training will be determined on a case-by-case basis by the Institution Director. Institution payments received will be credited to the applicable program. The remaining credit balances will be transferred to the new program. The Institution at its sole discretion will determine the student’s re-enrollment. A change from one program to another is not considered re-enrolled additional information on course changes can be found in this catalog under Changes in Program. based on each individual’s financial assistance packaging, it is important that all financial obligations are discussed prior to re enrolling.

## **Na Sung Montessori Institute Observes the Following Holidays**

New Year's Day and Day after	January 1 and 2, 2012
Martin Luther King's Day	January 16, 2012
President's Day	February 20, 2012
Memorial Day	May 28, 2012
Independence Day	July 4, 2012
Labor Day	September 3, 2012
Veterans Day	November 12, 2012
Thanksgiving Day	November 22, 2012
Day after Thanksgiving	November 23, 2012
Christmas Day	December 25, 2012
Summer Break prior)	1 Week (Will be announced 2 weeks prior)

Students will be on Winter Break beginning Friday, December 21, 2012 through Friday, January 4, 2013.

Classes resume on Monday, January 8, 2013. Na Sung Montessori Institute reserves the right to modify this schedule with reasonable advance notice to students.

## **Statement of Non-discrimination**

Na Sung Montessori Institute does not deny admission or discriminate against students currently enrolled on the basis of Race, Color, Religion, Sex, Age, Handicap, Financial Status, Area of Origin, Residence, Sexual Orientation, from participation in any of the institute's activities. Na Sung Montessori Institute will reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

## **STUDENT SERVICES**

### **Student Parking**

Student parking is available. Na Sung Montessori Institute is not responsible for parking violations, property theft, property damage.

### **Advising**

The staff of Na Sung Montessori Institute makes every effort to maintain close communication with its students. Students have access to faculty and administrative staff for vocational and academic advising. Students experiencing personal problems, which require professional counseling and is requested by the student, will be referred to the appropriate agencies.

### **Refresher Training**

Graduates who desire refresher training may be admitted to retake a desired module within 1 year of graduation. The charge for such training is prorated to the total tuition of the program.

Admittance is based on space availability.

Na Sung Montessori Institute is committed to providing the student with a variety of learning experiences both in the classroom and for study purposes.

### **Placement Services**

Upon completion of a program, students are encouraged to take a seminar on how to obtain employment. (offered through the placement office). This seminar is critical as it includes such topics as proper grooming, resume writing, successful interviewing techniques, mock interviews, and completing employment applications.

Na Sung Montessori Institute's Placement Assistance Department provides direct assistance as students near their completion date and beyond graduation. Delays in course completion may result in delaying employment assistance activity. Na Sung Montessori Institute CANNOT AND DOES NOT GUARANTEE EMPLOYMENT.

### **Disclosure and Retention of Education Records**

Students have the right to inspect, review, and challenge information contained in their education records.

Education records are defined as files, materials, and documents, which contain information directly, related to the student and are maintained by the Institution.

Written consent is required before education records may be disclosed to third parties with the exception of regulatory education agencies. Student's wishing to review their file must make an appointment with the student service department. All appointments must be made during regular business hours.

At no time may the student and or parent remove, destroy and or damage any documents contents in the file.

**Student records are to be kept for up to 5 years, Transcripts will be available for students permanently. Students must submit a written request to the school for an official copy of the transcript.**

### **Tuition Assistance:**

At the present time, Na Sung Montessori Institute does not offer financial aid programs.

### **Library:**

The library is comprised of books and videos that can be used as supplemental or reference materials from the content of the programs. These reference materials are maintained and upgraded on a consistent basis. Periodicals are available for students reading.

## **ATTENDANCE POLICIES**

### **Attendance**

A sign-in sheet will be provided by the instructor of every course on a daily basis. It is the student's responsibility to sign the sheet daily. Specific hours of attendance are part of graduation requirements. Failure to meet the required hours of training will result in denial of graduation status.

Students are expected to be on time to class every day. When students must be absent from class, they call the Institution prior to the start of class, noting the class they are in, an explanation of why they will not be in class that day, and when can we expect their return.

Recurring absences could result in disciplinary action, including dismissal. Students must maintain a 70% attendance record or better to maintain "Satisfactory Attendance Progress." Unsatisfactory attendance may lead to Probation status. Excused absences are not automatic; your instructor monitors and provides all attendance to the Student Services Department.

### **Make-up Time/Work Accountability**

Make-up hours, assignments and/or tests are available and encouraged. Make-up time/work must schedule with your instructor to assure proper credit. Students must make up time/ work for proper credit towards graduation. Make-up classroom time must be completed on the Institution premises. Make-up assignments and/or test will be given for those who need to make up for academic grade/ semester credit hours.

### **Leave of Absence Policy**

If a "Leave of Absence" is required, a student must submit in writing to the Student Service Department, the basis of the request, expected return date and the initial date of request with the student's signature. This does not automatically reflect the Institution's approval. A Leave of Absence may be limited to a specified amount of days (NOT TO EXCEED 60 DAYS). Only one Leave of Absence will be granted for a student during any 12-month enrollment period. If the student's leave of absence is NOT approved, the student will be considered to have withdrawn from the Institution.

If the Leave of Absence is approved, the student may return prior to or at the end of the Leave of Absence and resume training without paying additional tuition. Students requesting Leave of Absences must understand that upon return, a revised course completion date will be established, which will delay their graduation date.

## **Suspension and Dismissal**

Na Sung Montessori Institute reserves the right to suspend or dismiss any student whose attendance, professional conduct, or academic performance which does not meet the Institution's standards and/or who fails to abide by the rules and regulations. Any student who has been suspended or dismissed may appeal the action by following the student appeal procedures outlined in this catalog.

## **Satisfactory Academic Progress Policy**

In addition to completion of time frames, to be making satisfactory academic progress, each student must maintain a cumulative minimum grade point average of C or better. For determining satisfactory progress, a progress report is given to the student at the end of each module or course. A student achieving a cumulative grade point average below a grade of "C" at the time of evaluation will be placed on academic probation. The Academic Probation will be removed upon the successful completion of the deficiencies that lead to it. Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the student appeals procedure outlined in this catalog.

### GRADING FORMAT

A = Excellent	90% - 100%
B = Good	80% - 89%
C = Satisfactory	70% - 79%
P/F= Pass/Fail	Credit/No Credit Assigned
D = Poor	65% - 69%
F = Failing	00% - 64%
I = Incomplete	00%
W=Withdrawal from Module	No Grade Assigned

If a student withdraws from a course before the completion of a module, the student will receive a W for that module. If the student returns to the Institution, all course work graded "I" (Incomplete) may be successfully completed within a 30-day period or training may be interrupted. If the student returns to the Institution, all course work graded "W" Should be completed. Any Incomplete and Withdrawal will be counted as a 0 in the overall cumulative grade point average. It is important that the student makes up the Incompletes or Withdrawal as soon as possible.

Students will be allowed to repeat a module once at no additional charge. The time needed to repeat the module must be within the maximum time frame for that course. The student will be given an opportunity, at the discretion of the Institution Director and subject to the availability of space, to repeat, remediate or make up work. This work shall be given full standing and credit with respect to the evaluation of the student's maintaining of Satisfactory Progress.

Students that have been dismissed for lack of satisfactory academic progress from any program may apply to the Institution Director to be re-admitted by following the reinstatement procedures outlined in this catalog.

A student may appeal the determination of unsatisfactory academic progress and/or their dismissal based upon extenuating circumstances by following the Student Appeals Procedure outlined in this catalog. Permanent transcripts of the student's progress record are maintained by the Institution and are available upon written request by the student. There is a \$10.00 charge for education transcripts. Under State Regulations, the institution is only required to maintain a students file for 5 years from the students last date of attendance. **TRANSCRIPTS ARE KEPT INDEFINITELY.**

### **Academic Probation Policy**

As indicated under the section pertaining to Academic Policy, if a student fails to achieve a cumulative grade point average of 70% or “C”, the student will be placed on academic probation until such time as their cumulative grade point average reaches 70% or “C”. During that probationary period, the student must maintain a cumulative grade point average of 70% or “C” of the program.

If a student maintains a grade point average of 70% or “C” and/or achieves a cumulative grade point average of 70% or “C”, probation will be removed. However, if the student fails to maintain a 70% or “C” grade point average and/or is unable to achieve a cumulative grade point average within one evaluation period, the student will be dismissed from their program (unless extenuating circumstances are established).

### **Student Appeal Procedures**

A student, who wishes to appeal any disciplinary action and/or decision made by an Instructor, must submit a letter to the Institution Director to be reviewed by an Appeals Board. Students must provide supportive documentation along with their letter in order to support his/her position and any mitigating circumstances that may have existed. This Appeals Board shall consist of three (3) attending members. The student will be notified of the Appeal Board decision within 30 days following the receipt of the student’s appeal. The decision of the Institution Director shall be final.

## **Reinstatement**

A student requesting to be reinstated as an active student, based on whatever reasons or circumstances, should do so in writing. Supportive documentation and/or information concerning any mitigating circumstances should be noted in the request. The Institution appeals board shall consist of (3) three school administrators. The requesting prior student shall be notified of the Reinstatement Review within 30 days following the decision of the Institution Director.

## **Graduation Requirements**

Upon successfully completing a program and being current in their tuition payments, students will receive a completion certificate.

## **Student Records**

The Family Right and Privacy Act of 1974 prohibit an institution from releasing the school records or any other information about a student to any third party without the written consent of the student. Na Sung Montessori Institute protects the privacy and confidentiality of all student records. Students are guaranteed the right to access their own files. Student files of this period are maintained in fire retardant storage. **All files are kept for a maximum of 5 years and transcripts are kept indefinitely.**

## **Changing Programs**

At times, a student may wish to change their chosen career goal. The institution reserves the right to allow or disallow a transfer from one program to another offered at this institution. For this transfer, the student will sign an addendum to the original contract. The student will be charged for the appropriate time used for the prior program and be charged the additional fees for the new program as the published regulations allow.

The process for this program change will be as follows: Notify the Admission Office, Business Office and Student Services prior to the change. Instructors will not make the decision to transfer a student as this affects the student's financial status.

# **SCHOOL POLICIES AND REGULATIONS**

## **Dress Policy**

Professional dress is recommended at all times. Na Sung Montessori Institute's Professional Dress Policy was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of Na Sung Montessori Institute's expectations for graduation.

**NA SUNG MONTESSORI INSTITUTE RESERVES THE RIGHT TO ITS INTERPRETATION OF THIS POLICY AND ITS ENFORCEMENT BASED UPON THE PROFESSIONAL EXPECTATIONS OF NA SUNG MONTESSORI INSTITUTE'S**

## **STAFF AND OF THE EMPLOYERS WHO HIRE OUR GRADUATES.**

### **Student Conduct**

An important part of the training at Na Sung Montessori Institute includes the development of professional conduct. Students are expected to conduct themselves in a business-like manner. Normal standards of professional attire apply to all students and unconventional clothing cannot be permitted at the Institute.

### **Grounds for Disciplinary Action**

1. Unsatisfactory Academic performance.
2. Unsatisfactory Attendance.
3. Unprofessional conduct that reflects unfavorably upon the Institution and/or its students.
4. Use of Drugs, Narcotics, Alcohol (or under the influence), Gambling, Profanity.
5. Inappropriate professional clothing worn during training.
6. Failure to abide by the Rules and Regulations of the Institution.
7. Failure to pay tuition (or any other charges) when due.
8. Breach of Institution enrollment agreement.
9. Cheating.
10. Falsifying Institution records.
11. Carrying a concealed or potentially dangerous weapon.
12. Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
13. Instigation and/or participation in rebellious activities against the Institution and/or its student(s).
14. Solicitation, which reflects unfavorably upon the Institution and/or its students.
15. Vandalism of Institution property.
16. Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
17. Fighting (physical or verbal)
18. Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal.

A student dismissed for unsatisfactory or unprofessional conduct may request re-admittance into his or her program by following the procedure set forth under reinstatement as noted in this catalog.

### **Policy on Student Rights**

The Student's Rights Policy concerning enrollment states:

**"You may cancel your contract for enrollment agreement and obtain a refund of charges**

**paid through attendance at the first class session or the seventh day after enrollment, whichever is later as described in** the Notice of Cancellation form that will be given to you prior to the first day of class. 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 contract. If you have lost your contract, ask the Institution for a description of the refund policy.

"If the Institution 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.

"If you have a complaint, questions, or problems that you cannot work out with the school, write or call the:

**Bureau for Private Postsecondary Education (BPPE) :**

**2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833.**

**Telephone. 916. 431-6959 Fax 916. 263-1897. Toll Free: (888) 370-7589**

**"Prior to signing your 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 the agreement. These documents contain important policies performance data for this institution. The 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, prior to signing the agreement**

### **Student Grievance Procedure**

Na Sung Montessori Institute publishes the following student grievance procedure in the Institute catalog

If a student has a grievance and wishes it to be recognized as such, a written complaint must be submitted to Na Sung Montessori Institute in letter format. The written grievance must clearly state the student's name, the nature of the complaint, the name(s) of all parties directly involved in the complaint, and any appropriate documentary evidence.

Steps towards resolution: based upon the information presented in the grievance, steps toward resolution shall begin with informal discussions headed by the Institute Director. Resolution shall be attempted at the lowest possible level. If a satisfactory solution cannot be reached within a reasonable period, the grievance shall be scheduled for presentation to the Grievance Committee for hearing and appropriate action. Informal discussion between persons directly involved in a grievance is essential in the early stages of dispute reconciliation and shall be encouraged at all stages of the grievance procedure.

If informal recourse fails to resolve the grievance within 30 days after filing, the Institute Director will schedule a Grievance Committee meeting. The members of the Committee will be (2) two. The Committee will review and consider documentary records, which relate to the case, including the grievance and its supporting documentation and any documentary evidence or statement by the person(s) against whom the complaint was filed. The committee and the Institute Director will arrive at a fair and equitable decision. It is the Institute Directors final decision.

If students/school has exhausted procedures and the problem has not been resolved, they have the right to contact the:

Bureau for Private Postsecondary Education

Department of Consumer Affairs  
2535 Capitol Oaks Drive., Suite 400,  
Sacramento, CA 95833.

(916) 431-6959 Fax (916) 263-1897 Toll Free: (888) 370-7589

### **Controlled Substance, Alcohol and Drug Abuse Policy**

All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance or alcohol within the premises of the Institute is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program.

Following is a list of drug-free awareness programs that also provide detailed information regarding:

1. Dangers of Drug and Alcohol Abuse
2. Assistance with drug and Alcohol Abuse Counseling
3. Penalties for the Abuse of Alcohol or Drugs
4. Rehabilitation Programs

The following are local and national agencies that provide assistance to employees, students, and their families:

Drug Information Hot Lines:

National College on Drug Abuse	(800) 662-HELP
	(800) 843-4971
National Clearinghouse for Drug Information	(800) 729-6686

As stated above, students and employees are subject to termination for violation of this Institution's rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school. Each student is

required to read and sign a statement concerning this policy.

Penalty for possession and/or use of controlled substances and alcohol abuse vary with specific jurisdictions and are at the discretion of the judge in specific cases. For first time convictions of the use of a controlled substance or alcohol abuse, offenders will be referred to a rehabilitation/education program. However, state and/or federal law provide penalty guidelines for drug trafficking or selling/providing alcohol to anyone under 21 are as follows:

# ACADEMIC PROGRAMS

## MONTESSORI EDUCATION CERTIFICATE PROGRAM

### PROGRAM DESCRIPTION:

This 16.27 semester credit hour (344 clock hour) program requires 12 weeks of training prepares students to teach and interact with young children. Students will also learn how to facilitate their learning through the Montessori methods based on the teaching of Dr, Naria Montessori, so they can become specialists in applying theory and practice in their professional fields.

### PROGRAM OBJECTIVES:

Graduates will be able to demonstrate with children ages 2 1/2 -6 the Montessori materials, observe children in the classroom using the Montessori training. Supervise teaching of children in the Montessori education.

### OCCUPATIONAL OBJECTIVES:

Graduates will be able to work as Professional teachers of children in the Montessori education specializing in applying the theory and practice in their professional field..

**MONTESSORI EDUCATION CERTIFICATE PROGRAM 344 Hours/ 12 Weeks 16.27 Sem. Cr.**

			Semester Credit Hours
<b>ME 500</b>	<b>Montessori Philosophy</b>	<b>24</b>	<b>1.6</b>
<b>ME 502</b>	<b>Practical Life</b>	<b>24</b>	<b>1.6</b>
<b>ME 503</b>	<b>Montessori Education : Mathematics</b>	<b>24</b>	<b>1.6</b>
<b>ME 504</b>	<b>Montessori Education: Language</b>	<b>24</b>	<b>1.6</b>
<b>ME 505</b>	<b>Montessori Education: The Cultural Subjects</b>	<b>24</b>	<b>1.6</b>
<b>ME 507</b>	<b>Montessori Practicum</b>	<b>200</b>	<b>6.67</b>
<b>ME 509</b>	<b>The Sensorial Education</b>	<b>24</b>	<b>1.6</b>
	<b>TOTALS</b>	<b>344</b>	<b>16.27</b>

## PROGRAM DESCRIPTION

### **Module ME 500 Montessori Philosophy**

The student will learn the philosophy is a vital component of teacher training. The reading of four books will be required and a thesis on each, will be expected. Student teachers will be expected to perform an independent research paper on an assigned topic and give a presentation to a Montessori class. The Montessori view of the basic process of development from birth to six years old will be covered in this module. Cognitive, social and emotional development, with reference to educational implications will be learned.

### **Module ME 502 Practical Life**

The student will learn the practical life exercises taught to draw children into purposeful movement, giving form to their actions and helping them to refine and control both small and large motor skills. The materials taught encourage mental and physical development to occur at the same time. Teachers-in-training will be introduced to activities and their purpose, 12-20 of these exercises should be available to children at all times. The teacher-in-training will be required to develop one original exercise to present to the class, prepare an album with a written introduction and show that they have an understanding of the exercises in this area.

### **Module ME 503 Montessori Education: Mathematics**

The student will learn teaching the child to develop the mathematical mind and develop a feel for the processes of mathematics through the use of the Montessori manipulative. Teachers-in-training will learn to work with the materials which teach the basic concepts. Addition, subtraction, multiplication, division and beginning fractions.

### **Module ME 504 Montessori Education: Language**

The student will learn to allow each child to assimilate vocabulary, reading and writing at an individual pace. The learning includes the mechanical and interpretive stages. The Teacher-in-training will learn how to use materials ranging from sandpaper letters to identify the parts of speech, and learn how to use materials for the child to excel in the area of language arts. The teacher-in-training will be required to make materials to use in the classroom, prepare an album, and be able to implement this program with the child.

### **Module ME 505 Montessori Education: The Cultural Subjects**

The student will learn geography, science, culinary arts, music, physical education and music as it relates to the child. The teacher-in-training will be required to make materials for the classroom, prepare an album, and demonstrate the ability to use the material effectively with the

child. Teachers-in-training will be exposed to methods appropriate for teaching the cultural subjects in the classroom. The student will be required to prepare an album and controls for the classroom.

**Module ME 507 Montessori Practicum**

The student under supervision, will exhibit the learning of the Montessori skills taught in the classroom, to practical experience with the child in assessment, identification and learning characteristics. Each Teacher-in-training will practice their learned skills in the classroom under supervision of trained Certificate Montessori Teachers.

**Module ME 509 The Sensorial Education**

The student will learn the sensorial exercises developed to assist children to isolate and refine each of the five senses. These skills will also be used in the language and mathematic training. The sensorial curriculum is the beginning of abstract and conscious thinking. Teachers-in-training will prepare an album, display the ability to present a 3-period lesson and exhibit an understanding of the exercises in this area.

## EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM

### PROGRAM DESCRIPTION:

This semester credit hour (216 clock hour) program requires 10 week of training and prepares students to function and prosper in the workplace in early childhood education environment using the skills learned.

### PROGRAM OBJECTIVES:

Graduates will have teaching and administration skills and knowledge of early childhood development.

### OCCUPATIONAL OBJECTIVES:

Graduates will have entry-level placement in private early childhood education facilities as teacher or Director.

**EARLY CHILDHOOD EDUCATION CERTIFICATE PROGRAM 216 Hours/ 10 Weeks Sem. Cr.**

			Semester Credit Hours
<b>EC 101</b>	<b>Development of Early Childhood</b>	36	2.4
<b>EC 102</b>	<b>The young Child in the Family and Community</b>	36	2.4
<b>EC 103</b>	<b>Curriculum Development and Classroom Management</b>	36	2.4
<b>EC 104</b>	<b>Creative Experiences for Young Children</b>	36	2.4
<b>EC 105</b>	<b>Supervision and Administration of Early Childhood Centers</b>	36	2.4
<b>EC 201</b>	<b>Developing an Infant/Toddler Care program</b>	36	2.4
<b>EC 202</b>	<b>Student Teaching Internship</b>	36	
<b>EC 203</b>	<b>Learning Environment for Young Children</b>	36	2.4
	<b>TOTAL</b>	<b>216</b>	

### **Module EC101    Development in Early Childhood**

The student will learn the development form prenatal stages through adolescence. The study of inter-relationship between social, emotional, physical and cognitive development.

### **Module EC 102    The Young Child in the Family and community**

The student will learn the dynamics between the young child, family, school and community also various cultural and social influences.

### **Module EC103    Curriculum Development and Classroom Management**

The student will learn to equip and implement a developmentally appropriate curriculum and learning environment.

### **Module CE 104    Creative Experiences for Young Children**

The student will learn creative experiences for young children through the arts, drama, art, music and play.

### **Module CE 105    Supervision and Administration of Early Childhood Centers**

The student will learn the history and goals of early childhood education, including laws governing early childhood centers in California. This module examines Administrator's job description, budget, personnel selection and standards, records and reports also staffing policies.

### **Module CE 201    Developing an Infant / Toddler Child Care Program**

This module provides for the special needs of infants in group care settings. The student will explore components of a quality infant/toddler care program and the costs of staffing, appropriate environments, developmental experiences, health considerations, and parent involvement. This module includes infant CPR, first aide, nutrition and safety instructed by the American Red Cross or National Safety Council safety training.

### **Module CE 202    Student Teaching Internship**

The student will observe the daily routines of an existing teacher in a classroom setting. Working alongside a teacher of young children, the student will gain practical experience in teaching by applying skills the student has learned.

### **Module CE 203    Learning Environment for Young Children**

The student will learn the relationship between the quality of the environment and young children's attitude and experiences. How to analyze the environments, common problems of

space developments, and developing individual plans for indoor and outdoor environments to meet specific program goals.

SCHEDULE OF TUITION AND FEES

		-		Total Cost
Montessori Education Certificate	344	\$100.00	\$3,800.00	\$3,900.00
Early Childhood Education Certificate	216	\$100.00	\$2,100.00	\$2,200.00

REFUND TABLE

							75%
Montessori Education Certificate	344	\$3900.00	\$ 390.00	\$975.00	\$1950.00	\$2340.00	\$2425.00
Early Childhood Education Certificate	216	\$2,200.00	\$220.00	\$550.00	\$1100.00	\$1320.00	\$1650.00

**76215. STUDENT TUITION RECOVERY FUND DISCLOSURES**

**(a) "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 who is a California resident, or are enrolled in a resident program, and prepaid 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 programs 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 are 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 students 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 the STRF assessment, and suffered an economic loss as a**

**result of 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 this 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."**

**Note: Authority Cited: Section 94803, 94877 and 94923, Educational Code. Reference: Section 94923, Education Code.**

## **Cancellation, Withdrawal and Refund Rights**

You have the right to **cancel this enrollment agreement for and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later for educational service, any equipment or other** goods and services. Business day means a day on which you were scheduled to attend a class. Cancellation occurs when you give written notice of cancellation at School address shown on the front page of this Catalog or as noted on the Enrollment Agreement. You can do this by mail, in person, by FAX or telegram. The notice of cancellation, if mailed, is effective when deposited in the mail, properly addressed with postage prepaid. This notice need not take any particular form; it needs only to state you wish to cancel the agreement. You will be given two notices of cancellation forms on the first day of class. If you cancel your enrollment, the School will refund any money that you paid within 30 days after your notice is received.

If School has given you any equipment, you shall return it to School within 30 days following the date of your notice of cancellation or withdrawal. If you fail to return this equipment in good condition within the 30-day period, School may retain that portion of payment paid by you up to a lesser amount of the documented cost or the pro rata portion (to 60% of course completion, after 60%, the documented cost), and deduct the amount from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

You have the right to withdraw from School at any time. If you withdraw from the course of instruction after the cancellation period as in Par 1, School will remit a refund less a registration fee, not to exceed the lesser amount of 5% of the total costs or \$75.00 within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and unreturned equipment. 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, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain books, uniform(s) and/or equipment, as specifically noted in this catalog and/or on your Enrollment Agreement, and return it in good condition within 30 days following the date of your withdrawal, the school shall refund the amount paid by you for equipment. If you fail to return equipment in good condition, within 30 days, School may retain lesser amount of a pro rata portion as described below (up to 60% of course

completion) or the documented cost of the listed equipment. (For 2nd term or re-enrolled students, "the documented cost"). You are liable for the amount, if any, by which (the pro rata or documented cost) for equipment exceeds the refund amount. If the amount you have paid is more than the amount that you owe, then a refund will be made within 30 days of withdrawal. If the amount that you owe is more than the amount that you paid, then you will have to make arrangements to pay the balance.

## HYPOTHETICAL REFUND EXAMPLE:

Assume you, upon enrollment in a 400-hour course, pay \$2,000 for tuition, \$ 75.00 for registration, and \$150 (fair market value) for equipment and withdraw after completing 100 hours (25%) without returning the equipment you obtained.

$\$2100 (\$2,000 \text{ Tuition} + \$ 75.00 \text{ Registration Fee}) \text{ Amount Paid} - \$75.00 \text{ Registration Fee Retained by the School, } X (.75) \text{ or } 300 \text{ Hours of Instruction Paid for \& Not Received (Divided by) - } 400 \text{ Hours of Instruction for which you have paid} = \$1,518.75 \text{ Actual Refund Amount.}$

If you return the equipment in good condition within 30 days following withdrawal, School shall refund the charge for the equipment as described above. The actual refund amount would then be  $(\$1518.75 + \$150) = \$1668.75$ .

For programs over 12 months, if you withdraw prior to the next 12-month period, all charges collected for the next period will be refunded.

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

- (a) You notify School of your withdrawal or the actual date of withdrawal;
- (b) School terminates your enrollment;
- (c) You fail to attend classes for a three-week period (21 school days);
- (d) You fail to return from a leave of absence.

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 loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you.

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