

## DIPLOMA APPLICATION FORM

PERSONAL DETAILS	
Given Name	
Family Name	
Date of Birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential Address	
Postal Address (if different)	
Email Address	
Mobile Number	
Emergency Contact Details	Name: _____ Relationship: _____ Mobile: _____
Working with Children Check	WWCC Number: _____ Expiry Date: _____

COURSE DETAILS	
Course you wish to enrol in	<input type="checkbox"/> AMI Montessori 6 – 12 Diploma and AMI Foundation Course
	<input type="checkbox"/> AMI Montessori Diploma <input type="checkbox"/> 3 – 6 <input type="checkbox"/> 6 - 12
Selected Course	Start Date: Foundation & Diploma Course
	Start Date: Diploma Course

LANGUAGE AND CULTURAL DIVERSITY	
Are you an Australian citizen and/or a permanent resident and/or eligible to study in Australia?	<input type="checkbox"/> Australian Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> Neither – <i>visa letter verifying eligibility required</i>
Is English your second language? If more than one language indicate the one spoken most often Overseas students, whose native language is other than English, are required to submit certified copies of an IELTS or ISLPR assessment score	<input type="checkbox"/> No – English only <input type="checkbox"/> Yes (specify other) _____
Are you of Aboriginal or Torres Strait origin? For persons of both Aboriginal and Torres Strait origin mark both boxes	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander

INDIVIDUAL LEARNING NEEDS	
Do you consider yourself as having a disability, impairment or long-term medical condition that might affect your participation in this qualification? We will need documentation to be provided upon acceptance to a course	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered YES to the above question, please indicate the nature of your individual learning need	<input type="checkbox"/> Cognitive <input type="checkbox"/> Physical    Please provide details _____
Are there any adjustments that you believe we may need to make in order for you to be successful in this qualification?	<input type="checkbox"/> No <input type="checkbox"/> Yes (please specify) _____

EDUCATION	
Have you successfully completed any of the following qualifications listed? (Tick all relevant boxes)	Bachelor or Higher Degree in _____ Adv. Diploma/Assoc. in _____ Diploma/Assoc. Diploma in _____ Certification (specify Level) <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV in _____ Other _____



## TERMS AND CONDITIONS

Please read carefully as these terms and conditions form part of your agreement with the Sydney Montessori Training Centre (SMTC) when you enrol in a course.

### Course fees

The Course Fee is defined as the Tuition Fee.

The current course fees are published on the SMTC website.

The Tuition Fee is due two weeks prior to the start of the course or on a tuition fee instalment plan. The dates for payments are set by the Training Centre. All fees must be received prior to a student sitting exams.

Where the employer is paying for the student course fees, a letter of agreement will be required from your employer confirming this arrangement.

### SMTC Agreement

Upon confirmation of enrolment, SMTC will provide the following services according to the terms and conditions of enrolment:

- provide receipts for payments received;
- confirm the course enrolment;
- confirm the course commencement date;
- confirm the payment plan as selected and appropriate for the course;
- provide access to the course materials and content;
- provide the course as described in the marketing information;
- assist with finding appropriate work placement as required for the course;
- provide trainer and administration support to participants throughout the course;
- mark and provide feedback and results on the submitted course assignments;
- support participants to achieve their goal of completion of the qualification with reasonable adjustments;
- provide support for participants with specific and special needs identified by the parties within the capacity of SMTC;
- issue results and a qualification or Statement of Attainment/s upon satisfactory completion of the course requirements (if applicable);
- provide a fair and reasonable complaints and assessment appeal process.

### Student Agreement

Upon signing the course enrolment and payment of the enrolment fee, the student acknowledges their understanding of the agreement entered into with SMTC and agrees that:

- details provided on enrolment are correct and the student warrants he/she is aware of and meets the entry requirements and has discussed special needs with SMTC;
- course enrolment is complete when the enrolment fee is paid;
- the terms and conditions of enrolment are accepted including fees and refund policy;
- SMTC will provide the date for course commencement and this date will be known as the agreed course commencement date;
- course duration is effective from the agreed course commencement date;

- students are responsible for their own attendance on the course, at observation and practice teaching placements, progress and submissions of all course assignments;
- students will communicate with the trainer and administration if there are issues or barriers to the completion of the course where SMTC may be able to help to support the student;
- SMTC provides opportunities for feedback on its services and a complaints and assessment appeal process.

### Administration Fees

Fee	\$ (GST)	Terms
Late Penalty Fee	2%	Late payment penalty for fees not paid on time
Re-assessment Fee		Re-assessment fee for students who are deemed not yet competent on completion of training and assessment
Written exam	\$200	
Oral exam	\$350	
Late submitted Album marking fee	\$100	Fee per album for albums submitted after due date

### Cancellations and Refunds

In the event that a student withdraws or cancels their enrolment in a course, notification must be in writing or email. Please refer to the Fees Policy on the website for full details.

## PRIVACY NOTICE

Your personal information (including the personal information on this enrolment form and your training activity data) may be used or disclosed in the Sydney Montessori Training Centre for statistical, regulatory and research purposes. Please refer to the Sydney Montessori Training Centre website for our full Privacy Notice.

**Enclosed with my application are;**

- Current resume
- Certified copies of all tertiary qualifications
- Overseas students, whose native language is other than English, are required to submit certified copies of an IELTS or ISLPR assessment score
- Three written references – two professional (employment, or academic if a recent graduate) and one personal/character. If an applicant has previously been enrolled in an AMI Certificate or Diploma course, at least one of the references is required to be that of the respective AMI Director of Training
- Short two-page essay written in your own words outlining why you wish to undertake Montessori training

I declare that the information I have provided to the best of my knowledge is true and correct. (Please note that the supply of false information may lead to dismissal from the course and forfeit of fees).

I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

Student Name: \_\_\_\_\_ Student signature \_\_\_\_\_

Date \_\_\_\_\_