# SMTC FOUNDATION & ORIENTATION

**COURSE APPLICATION FORM**

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| **PERSONAL DETAILS** |
| Given Name  |  |
| Family Name |  |
| Date of Birth |  Click or tap to enter a date. |
| Gender |  [ ]  Male [ ]  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: |

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| **COURSE DETAILS** |
| Course you wish to enrol in | [ ]  AMI Montessori Foundation course |
|  | [ ]  AMI Montessori Orientation course | [ ]  0 – 3 |  [ ]  3 – 6  | [ ]  6 - 12 |
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| Course commencement date |  Click or tap to enter a date. |

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| **LANGUAGE AND CULTURAL DIVERSITY** |
| Are you an Australian citizen and/or a permanent resident and/or eligible tostudy in Australia? |  [ ]  Australian Citizen | [ ]  Permanent Resident [ ]  Neither *– visa letter verifying eligibility required* |
| Is English your second language?If more than one language indicate the onespoken most often |  [ ]  No – English only | [ ]  Yes (specify other)  |
| Are you of Aboriginal or Torres Strait origin?For persons of both Aboriginal and TorresStrait origin mark both boxes |  [ ]  No | [ ]  Yes, Aboriginal [ ]  Yes, Torres Strait Islander |

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| **INDIVIDUAL LEARNING NEEDS** |
| Do you consider yourself as having a disability, impairment or long-term medical condition that might affect yourparticipation in this qualification? |  [ ]  Yes | [ ] No |
| If you answered YES to the above question, please indicate the nature of yourindividual learning need |  [ ]  Cognitive |  [ ]  Physical Please provide details  |
| Are there any adjustments that you believe we may need to make in order for you tobe successful in this qualification? |  [ ]  No | [ ]  Yes (please specify)  |

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| **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) [ ]  I [ ]  ll [ ]  lll [ ]  lV in Other  |

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| **EMPLOYMENT** |

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| Name of Employer (if applicable) |  |
| Of the following categories, which best | [ ]  Employed; full-time / part-time / casual | [ ]  Not employed, not seeking work |
| describes your current employment status? |  |  |
| (Tick one only) | [ ]  Self-employed – not employing others | [ ]  Employer |
|  | [ ]  Unemployed – seeking full-time work | [ ]  Employed – unpaid in family business |
|  | [ ]  Unemployed – seeking part-time work |  |

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| **REASONS FOR STUDY** |
| Which of the following best describes your reason for wanting to enrol in this qualification? | [ ]  Embark on a career in Montessori education [ ]  Extend own knowledge and understanding ofMontessori education[ ]  To get a better job or promotion | [ ]  It is a requirement of my job [ ]  Extra skills for my current job [ ]  To start or develop a business |
| How did you hear about this qualification? | [ ]  Word of mouth | [ ]  SMTC Website | [ ]  Advertisement | [ ]  Social Media (please specify) |
|  Type here to specify. |

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| **COURSE FEES 2020** |
|  | $2,500 Foundation Course$1,300 Montessori Orientation Certificate Course |
| **PAYMENT OPTIONS** |  |
| ***Please do not submit any payments******until we issue you letter of offer and an invoice payment*** | [ ]  I will be paying my own fees[ ]  My school/centre/employer/other will be paying my fees. Invoices to be made out to: Organisation: Address: Contact Name: Phone: Email:  |
| **PAYMENT DETAILS *Please select one option*** |
| EFT [ ]  | Cheque [ ]  |  |
| ***Account detail will be provided in the invoice payment attached with the applicant letter of offer*** | Made out to:Sydney Montessori Training Centre LimitedPost to:756 Darling Street, Rozelle NSW 2039 |  |

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| **TERMS AND CONDITIONS** |
| Please read carefully as these terms and conditions form part of your agreement with the Sydney Montessori Training Centre (SMTC) whenyou 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.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;
* 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;
* award the applicable AMI Certificate upon satisfactory completion of course requirements;
* provide a letter of attendance when those requirements have not been met;
* 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, attendance at observation and practice teaching placements, progress of submission 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.

**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 TrainingCentre for statistical, regulatory and research purposes. Please refer to the Sydney Montessori Training Centre website for our full Privacy Notice. |

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| **If applying for the Foundation Course the following are included with my application;** |
|  [ ]  Current resume [ ]  Certified copies of all tertiary qualifications [ ]  Short one-page essay written in your own words outlining why you wish to undertake Montessori training [ ]  Two written character references |

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 Click or tap to enter a date. (Electronic or return E-mail confirms consent)

**Sydney Montessori Training Centre** ABN 27 627 538 952

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