



Sydney Montessori Training Centre Ltd
ABN 27 627 538 952

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756 Darling Street
Rozelle NSW 2039
Sydney, Australia

SCHEDULE OF ADDITIONAL FEES – AMI DIPLOMAS (as of December 2020)

Type of fee	Description of fee	Amount All amounts include GST.	Payment timing
Album late fee	Applicable to each album submitted after the album's final due date	\$275	Must be paid prior to Album being read by trainer and relevant readers
Additional written exam	Where the student joins an exam block of another SMTC course for the same type of AMI Diploma. This applies to an exam re-sit or where the student has elected not to sit the relevant exam with their cohort.	\$220	Must be paid prior to SMTC finalising the exam schedule
Additional oral exam	Where the student joins an exam block of another SMTC course for the same type of AMI Diploma. This applies to an exam re-sit or where the student has elected not to sit the relevant exam with their cohort.	\$220 per subject area OR \$440	Must be paid prior to SMTC finalising the exam schedule
Special written exam and/or oral exam resits	Where SMTC arranges an exam block for an individual student or a group of students outside of the exam blocks for the student's course. Fees will be determined with regard to the circumstances involved.	TBD	Must be paid prior to SMTC finalising the exam schedule
Late observation (trainer supervised)	Where a student does not complete an observation requiring trainer attendance and trainer paperwork review and special arrangements need to be made.	0-3 Course (per Observation Album) \$605 3-6 and 6-12 Courses \$165	
Late teaching practice (trainer supervised)	Where a student does not complete a teaching practice requiring trainer attendance and trainer paperwork review and special arrangements need to be made.	\$550	



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Late materials fee	Applicable to materials submitted after the final due date	\$165	Must be paid prior to materials being read by trainer.
Additional administration work	Students may request copies of materials held by SMTC - whether in electronic or paper form. This can take substantial time and resource of the training centre to complete and, as such, we are forced to impose a charge for this time to cover our costs.	\$50 per hour (including GST). Alternatively, if SMTC outsources this to a copy centre, cost plus an administration fee of \$50.	A reasonable estimate of the time and cost involved will be made by SMTC in advance and must be paid by the student before SMTC will commence the work. If the work takes longer or external costs are higher, SMTC may invoice the student for the additional time over and above the estimate.
Student postage requests	Where students request albums or course materials to be posted to them by the training centre. An example is a late album that was provided in paper format.	External postage or courier cost plus an administration fee of \$50.	The fee must be paid prior to SMTC sending the materials.
Lost training centre books or materials	Where a trainer agrees to lend a material or book of the training centre to the student becomes responsible for the item whilst in their care. Where the item is lost or materially damaged whilst in the student's care, the student should replace the item.	Replacement cost of item.	
Replacement testamur fee	The fee SMTC charges to replace a SMTC AMI qualification testamur where the student declares they have lost this.	\$200	Note that SMTC may not be able to issue a replacement in all circumstances due to AMI restrictions on replacements. If we are unable to do so, we will advise you prior.



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* Where a student is subject to multiple additional fees, SMTC will endeavour to identify efficiencies that may enable SMTC to reduce the combined additional fees for a student, depending on the particular circumstances. However, students should expect to pay the fees above where relevant. In order to minimise exposure to additional fees, students are strongly encouraged to have completed all other relevant course requirements before sitting exams.