



Sydney Montessori Training Centre

# AMI MONTESSORI 6-12 DIPLOMA STUDENT HANDBOOK

2021/2022

## MISSION STATEMENT OF SYDNEY MONTESSORI TRAINING CENTRE

*The mission of the Sydney Montessori Training Centre is to transform lives and society by broadening access to Dr Maria Montessori's proven approach to educating the human being by delivering high quality AMI training and supporting students enrolled on current and future courses to achieve their intended qualification, in accordance with AMI guidelines.*



## Table of Contents

Contact Information.....	4
SMTC Administration Centre	
SMTC Training Centres	
Pedagogical Staff	
Board of Directors	
Association Montessori Internationale (AMI)	
Welcome.....	5
About SMTC	
Qualification Authorising Body	
Our Staff	
Important Dates and Details.....	7
Location	
Important Dates	
Course Dates	
Blocks	
Observation	
Practice Teaching	
Zoom Meetings	
Exam Dates	
Faculty	
Application and Enrolment.....	9
Course Prerequisites	
Application Procedure	
Application Materials	
Other Application Materials	
Confirmation of Enrolment	
Motivation	
Probationary Status	
Financial Matters	
Training Course.....	11
Course Title	
The Diploma of the Association Montessori Internationale	
Course Components	
Course Requirements	
Lectures	
Observation	
Practice Teaching	
Supervised and Independent Practice with Montessori Materials	
Teaching Manuals / Reference Albums	
Required Materials and Supplies	
Written and Oral Examinations	
Readings	
Evaluation of Student Work	
Evaluation of Work	
Evaluation Records	
Deadline for Completion of Course Work	
Changes, Corrections and Resubmits of Album Work	

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

Grading Criteria	
Albums and Papers	
Materials and Charts	
Observation and Practice Teaching	
Written Examinations	
Oral Examinations	
Notification of Results	
Make-up and Retake of Work or Examinations	
AMI Requirements for Certification	
Copies of Diploma	
<b>SMTC Policies.....</b>	<b>20</b>
Plagiarism	
Reproduction or Recording of Course Lectures and Materials	
Statement of Confidentiality and Accessibility of Files	
Attendance Policies	
Dropout, Leave of Absence (LOA) and Deferred Course Requirements	
Complaints	
Questions and Clarifications	
Internet Policy	
Social Media Policy	
Student Conduct	
Dismissal/Authorised Departure of a Student	
Lecture Policy	
Student Grade Reports and Transcripts	
Disability Statement	
Unexpected Closures	
Dress	
Food and Drinks	
Protection of Personal Belongings	
Smoking	
Alcohol and Drugs Policy	
Telephones	
Visitors	
Ethical Conduct	
Sexual Harassment Policy	
Time Commitment	
General Attitude	
<b>Montessori Associations.....</b>	<b>27</b>
<b>Appendix A: AMI Requirements for Certification Form.....</b>	<b>28</b>
<b>Appendix B: AMI Montessori Diploma - SMTC Student Contract Form.....</b>	<b>30</b>
<b>Appendix C: SMTC Student Code of Conduct Form.....</b>	<b>35</b>
<b>Appendix D: Schedule of Additional Fees.....</b>	<b>36</b>
<b>Appendix E: Tuition Fees, Cancellation and Refund Policy.....</b>	<b>39</b>

## Contact Information

### SMTC Administration Centre

Address: 756 Darling Street, Rozelle NSW 2039  
Phone: +61 451 309 620  
Email: [admin@smtc.com.au](mailto:admin@smtc.com.au)  
Website: [smtc.com.au](http://smtc.com.au)  
Business hours: 8:30am to 5:00pm, Monday to Friday (closed some school holidays)

### SMTC Training Centres

Sydney: Sydney Montessori Training Centre, 756 Darling Street, Rozelle NSW 2039  
Building 2, North Head Sanctuary, Manly, NSW 2095

Melbourne: Kalker Montessori Centre, 1-3 Estelle Street, Bulleen, VIC 3105  
Parking - Furneaux Grove (opposite the school behind the tennis club)  
NB - No parking on school grounds during school hours.

Brisbane: Brisbane Montessori School, 12 Mactier St, Fig Tree Pocket, QLD 4069

### Pedagogical Staff

Director of Elementary (6-12) Training: Rebecca Dallam  
[rebecca.dallam@smtc.com.au](mailto:rebecca.dallam@smtc.com.au)

Trainers can be contacted via email for support and questions throughout the course. We ask that where possible students make every effort to make this contact during weekdays and within regular business hours.

Course Assistant: Kei Ikeda  
[kei.ikeda@smtc.com.au](mailto:kei.ikeda@smtc.com.au)

Trainer in Training: Suganthi Vijayakumar  
[suganthi.vijayakumar@smtc.com.au](mailto:suganthi.vijayakumar@smtc.com.au)

Details of our pedagogical staff for other courses can be found on our website:  
<https://www.montessoritrainingcentre.com.au/about/our-educators/>

### Board of Directors

For current board members see  
<https://www.montessoritrainingcentre.com.au/about/our-board/>

### Association Montessori Internationale (AMI)

Founded in 1929 by Dr Maria Montessori (1870 – 1952)

Headquarters: Koninginneweg 161  
1075 CN Amsterdam  
The Netherlands

Phone: +31 20 679 8932  
Email: [info@montessori-ami.org](mailto:info@montessori-ami.org)  
Website: [montessori-ami.org](http://montessori-ami.org)

## Welcome

Congratulations on your decision to embark on an AMI Montessori training program and thank you for choosing SMTC as your training institute. AMI Montessori courses are renowned globally for their holistic approach and rigour. Undertaking the course will open many possibilities for you and we look forward to supporting you in your endeavours throughout the course.

### About SMTC

SMTC was established in late 2018 as a not-for-profit entity with the sole purpose of making regular high-quality AMI Montessori training available and accessible in Australia.

SMTC is delighted to be authorised to deliver the following Association Montessori Internationale (AMI) Montessori courses and certificates:

- AMI Montessori 0 - 3 Orientation Certificate
- AMI Montessori Assistants to Infancy Diploma 0 - 3 years
- AMI Montessori 3 - 6 Orientation Certificate
- AMI Montessori 3 - 6 Diploma
- AMI Foundation Certificate
- AMI Montessori 6 - 12 Diploma
- AMI Montessori Introduction to Adolescents Certificate
- AMI Montessori 12-18 Diploma
- AMI Montessori School Administrators Certificate

AMI was established by Maria Montessori and has affiliated training centres around the world. AMI courses are recognised internationally for their authenticity and quality.

For a schedule of all of our courses and workshops please see.

<https://www.montessoritrainingcentre.com.au/courses/>

The Orientation Certificates are short courses for those interested in Montessori philosophy and/or in becoming a Montessori Assistant. The AMI Foundation Certificate provides a basic understanding of essential developmental theory and pedagogical principles as applied in Montessori education. It is also a prerequisite for those wanting to enrol in the AMI Montessori 6 - 12 Diploma who do not already hold an AMI Montessori 3 - 6 Diploma.

### Qualification Authorising Body

The AMI Diploma and Certificates are awarded by AMI. They do not form part of the Australian Qualifications Framework.

Please note that the AMI Montessori Diploma does not automatically qualify the holder to teach or work in a classroom setting. The state or country in which the AMI Montessori Diploma-holder wishes to work may have other teaching requirements that must be fulfilled. For example, in New South Wales teachers must be accredited to teach through the NSW Education Standards Authority and in Victoria, teachers must be accredited to teach through the Victorian Institute of Teaching.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

The Certificate does not automatically qualify the holder to work as a teacher's aide or assistant. The state or country in which the AMI Certificate-holder wishes to work may have other assistant requirements that must be fulfilled.

It is the responsibility of students to investigate local jurisdictional requirements that may apply to their situation.

**Our Staff**

Each AMI course is under the direct supervision of an AMI Trainer, the Director of Training, who delivers the course and is responsible for all pedagogical matters. The Trainers are appointed by AMI to conduct the course. Each Director of Training is an experienced Montessori practitioner who has also completed the extensive AMI Training of Trainers (TOT) programme.

The Trainer is assisted by other academic staff, some of whom may be candidates in the TOT programme. Local and international guest lecturers with a specialist expertise may deliver specified parts of the course content by invitation.

Examinations are presided over by an external international AMI examiner.

## Important Dates and Details

### FOR AMI MONTESSORI 6-12 DIPLOMA COMMENCING 29TH NOVEMBER, 2021

#### Location

The face-to-face course is conducted at SMTC at the Sydney Montessori Training Centre, 756 Darling St, Rozelle, NSW 2039, Australia.

For students that are unable to attend this first summer block in person due to COVID-19 travel restrictions, border closures, local area lockdowns or other restrictions imposed by health authorities, we will consider the particular requirements of the health guidelines and the circumstances of the course and make adjustments insofar as is feasible for the successful continuity of the course for all students.

This means that for the first summer block, commencing Monday, 29 November 2021 the lectures and presentations will be streamed 'live' via Zoom (in real time AEST) from the SMTC training centre in Rozelle, Sydney. You will be required to attend these lectures and presentations at the time of delivery, and you are to be visible and attentive for the duration of the classes for this attendance to be counted towards the 90% attendance requirement of an AMI course.

#### IMPORTANT DATES

##### Course Dates

29th November 2021 – 23rd January 2024

##### Blocks

Module 1	November 29th – December 22nd 2021	9.00 am – 5.00 pm
	January 3rd – January 28th 2022	9.00 am – 5.00 pm
Seminar 1	September 26th – October 7th 2022	9.00 am – 5.00 pm
Module 2	November 28th – 21st December 2022	9.00 am – 5.00 pm
	January 3rd – January 20th 2023	9.00 am – 5.00 pm
Seminar 2	September 25th – October 6th 2023	9.00 am – 5.00 pm
Module 3	November 27th – December 22nd 2023	9.00 am – 5.00 pm
	January 3rd – January 23rd 2024	9.00 am – 5.00 pm

##### Observation

3 weeks of classroom observation (90 hours minimum) in AMI-approved classrooms, to be completed between 29 January, 2022 and 25 September, 2022. Guidelines and suggested classrooms to be provided during Module 1.

##### Practice Teaching

4 weeks of practice teaching (120 hours minimum) in AMI-approved classrooms, to be completed between 21 January, 2023 and 24 September, 2023. Guidelines and suggested classrooms to be provided during Module 2.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

**Zoom Meetings**

2022	Saturday, 26th February 2022	2.00 pm – 3.30 pm
	Sunday, 27th March 2022	2.00 pm – 3.30 pm
	Saturday, 25th June 2022	2.00 pm – 3.30 pm
	Sunday, 24th July 2022	2.00 pm – 3.30 pm
2023	Saturday, 25th February 2023	2.00 pm – 3.30 pm
	Sunday, 26th March 2023	2.00 pm – 3.30 pm
	Saturday, 1st July 2023	2.00 pm – 3.30 pm
	Sunday, 6th August 2023	2.00 pm – 3.30 pm

**Exam Dates**

The Oral Exams will be held between 21 - 25 January, 2024, subject to confirmation by AMI. Any student sitting for the examination is required to be in Sydney during the entire examination period. The Director of Training will announce the precise dates as soon as they are confirmed by AMI.

**FACULTY**

**Rebecca Dallam**

Rebecca Dallam is the Director of Training at Sydney Montessori Training Centre. She holds the AMI 3-6 (1987) and 6-12 (1996) Diplomas, a Bachelor's Degree in English Literature from Temple University and a Master's Degree in Education from Loyola University.

Rebecca worked in public Montessori education in the U.S. before moving to Australia in 1998. Since then she has worked to bring AMI 6 - 12 training to Australia so that more children can benefit from the Montessori approach to human development. Rebecca has taught at both the 6-9 and 9-12 levels in the US and Australia. As a trainer, Rebecca has worked with parents and teachers in Australia, New Zealand, Japan, China, Russia and Thailand.



**Kei Ikeda**

Kei has been an AMI 6-12 guide for over 10 years and is the founder of Montessori Dance, a service that offers education for both adults and children to integrate creative dance into the Montessori learning environment. She holds the AMI 6-12 Diploma (2011) and a double degree in BA(Dance)/BEd from the University of New South Wales. Kei joined the Australian Thai Montessori Supporter's group (ATMS) in 2021 and has been supporting the work of Montessori teachers in Thailand. Kei is currently in training to undertake the role of National Examiner for Australia.



**Suganthi Vijayakumar**

Suganthi holds AMI diplomas at both the 3-6 and the 6-12 levels. She has a masters in English language and literature, bachelors in education, diplomas in special education and teaching English. Suganthi has worked in primary and elementary classes and has 15 years of experience working with children. She has started her TOT programme in 2020 and is happy to come back and serve in Australia. Suganthi lives in Jakarta, Indonesia with her husband. She has two grown up daughters living in the USA.





## Application and Enrolment

### Course Prerequisites

- A tertiary qualification

A tertiary qualification in any field of study is required. However, under special circumstances the Director of Training may make exceptions to this requirement based on other studies, work or life experience. In the case of applicants from non-English-speaking countries, qualifications must be translated into English and certified by an accredited translator.

### AND EITHER

- The AMI Foundation Certificate

This is an intensive course and immediately precedes the 6 - 12 course. It is designed to give a theoretical overview of the 3 - 6 year-old child and the essence of what the First Plane child experiences, learns and develops. The concepts, principles and developmental aims of those activities are discussed. The focus and demonstrations are on the materials and activities connected to the 6 - 12 work. This understanding forms the basis of the 6 - 12 course classroom work.

### OR

- The AMI Montessori 3 - 6 Diploma

For more information about the AMI Foundation Certificate and the AMI Montessori 3-6 Diploma visit <https://www.montessoritrainingcentre.com.au/courses/>.

### Application Procedure

Applications are accepted on a rolling basis. Students should apply at least two months prior to the commencement of the relevant course to ensure placement availability and proper processing of their application. Applications submitted after this date may be accepted based on availability. Late applications will be considered on a case-by-case basis. Once full enrolment limits for a course have been reached, a waiting list may be established.

Application forms and requirements can be requested by mail, phone or email and can be found at [www.montessoritrainingcentre.com.au/study/how-to-apply](http://www.montessoritrainingcentre.com.au/study/how-to-apply). Completed applications should be returned with supporting documents to the SMTC Administration Centre via email or registered post.

### Application Materials

Candidates will be considered for admission after completion of the application form, and on receipt of all supporting documentation including CV, two-page essay, qualifications and letters of recommendation. Once all documentation has been received, an interview with the Director of Training, and on occasion with the Training Centre Manager will be scheduled. If the prospective student holds an AMI Montessori Diploma at another level, one recommendation must be from the previous Director of Training.

### Other Application Requirements

- Working With Children Check (WWCC)

A Working With Children Check/Blue Card/Police Check is a requirement for people who work or volunteer in child-related work in Australia and other parts of the world. In Australia it generally involves a national criminal history check and a review of findings of workplace misconduct.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

There is no single national framework setting out the requirements for obtaining a Working With Children Check/Blue Card/Police Check. Every state, territory and country implements their own procedures in relation to child protection. It is therefore imperative that individuals working, or interacting in school or childcare environments with children, in specific jurisdictions adopt the requirements of that state/territory/country.

As some SMTC locations share its premises with a school and/or an Infant Community and as SMTC students are required to complete practical and observation work in school and childcare environments with children, students will not be permitted to undertake the course or their teaching practice and observations without proof of one of these checks.

Students must provide the relevant check to the SMTC Administration Centre via email for the jurisdiction in which they reside prior to course commencement. Further, if a student is to undertake an observation or teaching practice in another State, Territory or country, they must also obtain the relevant check in that jurisdiction before commencing the observation of teaching practice. A student's enrolment in the course may be suspended, or result in dismissal, if a check above becomes invalid or expires without replacement during the term of the course or practical/observation component.

- **Governmental Permissions (e.g. Visas) for Overseas Students**

Overseas students are responsible for ensuring that they have all appropriate governmental permissions prior to arrival at SMTC and are eligible to study in Australia. This includes having a visa which enables the student to study in Australia and complete the entire course. Please be aware that SMTC is currently unable to offer visa sponsorship and it is the student's responsibility to apply for and obtain an appropriate visa. Proof of visa status may be required by SMTC from the student and SMTC may suspend the student's enrolment in the course or immediately dismiss the student from the course where a visa, or proof of visa, is inadequate or not provided. SMTC is able to provide a letter of intent for 6 - 12 students who are applying for a visa from their home country.

- **Proof of English Proficiency**

All components of the course will be conducted in English. Applicants whose native language is not English are required to demonstrate proficiency in English as determined by either:

- a) The International English Language Testing Sydney (IELTS) (Academic) with:
  - i) a minimum score of 6 is needed in reading and writing; and
  - ii) a minimum score of 6 is needed in speaking and listening.

OR

- b) The International Second Language Proficient Rating (ISLPR) with:
  - i) a Level 4 score in all four-skill areas of listening, speaking, reading and writing, undertaken at approved testing sites where the assessment is teacher focused.

If either of the IELTS or ISLPR exams are not taken, such as in the case of a candidate living in an English-speaking country for many years, the student will be considered to have English proficiency as a native speaker in terms of albums and exams.

It should be noted that language requirements for registration as a teacher in NSW are governed by the [NSW Education Standards Authority](#) (NESA) and in Victoria by the [Victorian Institute of](#)

**Teaching.** Please refer to the NESA or the Victorian Institute of Teaching websites, as applicable, for further details.

Other states and territories of Australia and other jurisdictions around the world will have their own language and other requirements which students are responsible for independently researching, if applicable to them.

### **Confirmation of Enrolment**

All applicants are notified of the outcome of their application by letter. Successful applicants will receive a confirmation of enrolment letter. Please be aware that your place is not confirmed until such time as the applicant makes their first payment towards the course fees in accordance with the fee schedule for the relevant course.

### **Motivation**

SMTC recognises that intellectual ability alone does not necessarily make a good student. Interest and motivation may often be determining factors of a student's performance. Accordingly, SMTC will review academic records, work history and life experiences. Applicants must demonstrate personal suitability for training, including emotional maturity, integrity of character, intellectual creativity, independence and the aptitude for psychological insight and understanding.

### **Probationary Status**

Students accepted into the course on probation will be notified of this status at the time of acceptance into the course. This status is effective through the first module of the course, unless otherwise specified in the acceptance letter. If in good standing at the end of the probationary period, the student will be notified in writing that the probationary status has been lifted.

If a probationary student is not in good standing by the beginning of the second module (or other time period identified in writing by the Director of Training to the student), the Director of Training will make a final review of the student's participation in the course and a decision will be made regarding the student's continued participation in the course. This decision will be based on an evaluation of work to date, extenuating circumstances, attendance, class participation and the student's commitment to completing the course requirements.

### **Financial Matters**

For current course fees and fee schedule, please visit

<https://www.montessoritrainingcentre.com.au/study/fees/>. Bursaries and scholarships are available.

See <https://www.montessoritrainingcentre.com.au/study/victorian-teachers-bursary-fund/> for more details. If you have any questions regarding payment of your fees please contact the SMTC Administration Centre via email or phone.

## Training Course

### Course Title

The AMI Montessori 6-12 Diploma's complete course title is "The Elementary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 6 through 12 years)".

### The Diploma of the Association Montessori Internationale:

The *Association Montessori Internationale* Diploma is internationally recognised. It qualifies the holder to work in a pre-existing 6 - 12 classroom or to start a new classroom. All *Association Montessori Internationale* Diplomas state the holder has "*Studied the principles and practice of the Montessori method for children from 6 - 12 years of age*" and has "*passed the written and oral examinations*".

The AMI Diploma as it stands, does not automatically qualify the holder to teach. The state or country in which the AMI Diploma-holder wishes to work may have other teaching requirements that must be fulfilled. For example, in New South Wales, all teachers must be accredited to teach through the NSW Education Standards Authority ([www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)).

Awarding of this AMI Montessori Diploma does not qualify the holder to train other teachers (as noted on the AMI Montessori Diploma).

### COURSE COMPONENTS

The Elementary Teacher Training Course of the Association Montessori Internationale (for teaching children ages 6 through 12 years) is granted upon:

- satisfactory completion of the course requirements;
- attendance at lectures and demonstrations;
- observations, including submission of observation notes and accompanying assignments;
- practice teaching;
- supervised practice sessions with materials;
- submission of teaching manuals (reference albums) containing illustrated notes on the Montessori materials;
- submission of samples of classroom materials constructed during the course;
- passing marks on both written and oral final examinations conducted by AMI Examiners;
- recommendation of the pedagogical staff of SMTC.

Students should be advised that a considerable number of hours should be allotted for their course work outside of scheduled lectures. A minimum of 20 hours each week is usually needed for preparing albums and illustrations, making materials, reading and studying. All album-writing and illustrations are to be done outside of class hours.

### Course Requirements

The AMI Diploma is awarded upon satisfactory completion of the components of the course requirements and the attendance requirement listed on the AMI Requirements for Certification document that is signed by the Director of Training and the student upon acceptance into the course.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

The topics to be studied in the AMI Montessori Diploma are:	MINIMUM HOURS
❖ Montessori Child Psychology and Theory in Montessori Education	40 hours
❖ Language	70 hours
❖ Mathematics, Arithmetic and Algebra	115 hours
❖ Geometry	40 hours
❖ Geography (including the Sciences)	45 hours
❖ Biology	35 hours
❖ History	30 hours
❖ Music	40 hours
❖ Supervised Practice	150 hours
❖ Directed Practice	60 hours
❖ Reading and Discussion Sessions	15 hours
❖ Observation	90 hours
❖ Teaching Practice	120 hours

### Lectures

A minimum of 90% attendance is required for all lectures, classroom observation, and practical sessions with the materials. The course presents an examination of the development of the child in accordance with Dr Maria Montessori's theories, principles and philosophy. Particular emphasis is given to children between the ages of 6 - 12 years. The course content includes lectures on:

- Montessori philosophy;
- Psychology (theory and practice);
- Demonstrations;
- Construction of materials;
- Supervised practical sessions with the Montessori apparatus;
- Observation and practice teaching in AMI-approved Montessori classrooms.

Lectures are delivered by AMI trainers and pedagogical staff on the Montessori Method, including philosophy, psychology and their practical applications.

The lectures also include demonstrations of all exercises. Periodic sessions with guest lectures may be announced. Opportunities will be provided for some discussion of presented materials.

An introduction and detailed demonstrations of Montessori materials will be presented in each of the nine areas of work: theory, geography, biology, history, mathematics, geometry, language, music and art. Additional content covers the development, organisation and administration of the Montessori prepared environment.

**Recording of lectures, whether audio or video, is strictly prohibited.**  
**Undisclosed recording of any kind will result in dismissal from the course.**

### Observation

Observation is an essential skill for guiding a Montessori environment. Observing full-size classes of mixed-aged children in a variety of locations helps to develop this skill. Our emphasis when

training for the ability to observe is first to develop the skill of observation, then to use that skill in implementing practices that meet the 6-12 child's developmental needs.

Ninety (90) hours of assigned observation in the classrooms of three AMI Montessori 6-12 Diploma-holders must be scheduled by the student, following the distributed course guidelines. The observation takes place in three one-week sessions, for a total of three weeks. The student must arrange to stay full school days at the observation site over the week of each session. Students are required to travel to and from those schools that meet the approval of the Director of Training. Students are generally not permitted to observe at schools where they work. We can offer observation placements in New South Wales, interstate, and in a few overseas locations.

### **Practice Teaching**

Practice teaching offers the student an opportunity to work with children using the Montessori approach and materials. Through this, students can assess first-hand their ability to work with children of this age group.

Following the required periods of observation and upon successful completion of all course work to date, students will practice teaching in selected AMI classrooms. 120 hours must be scheduled by the student, following the distributed course guidelines. Students will spend two consecutive weeks at two different locations, for a total of four weeks. You will work full-time at the assigned location to fulfil the required minimum of 120 hours practice teaching. As the course aims to provide a broad exposure to many different classrooms, you should not expect to complete practice teaching in the same classrooms where you have observed.

### **Supervised and Independent Practice with Montessori Materials**

Supervised practice offers students the opportunity to solidify understanding and techniques of the didactic apparatus before starting work with children in a classroom. Students must practice a minimum of 140 hours under the supervision of SMTC staff. The purpose of these practice sessions is to provide each student with an opportunity for active manipulation of the materials with the accompanying verbalisation. During the time set aside for supervised practice, students are expected to work with the materials, rather than edit notes or complete illustrations. Only practice with the materials meets the AMI requirements for practical sessions. Approximately 2.5 hours of supervised practice will be scheduled each day, and students are required to attend and participate. No devices may be used during this session, and any student using a device during the practice session will be marked as absent for the entire session.

The Training Centre is available for independent practice before and after class time, including over the lunch period, during opening hours. Additional hours may be available on a scheduled basis with SMTC staff. Independent practice is the time for each student to become familiar with each exercise before writing that exercise as demonstrated.

### **Teaching Manuals / Reference Albums**

Each student will complete a personal reference album of written and illustrated exercises for each of the nine areas noted above. These exercises must be written out according to the prescribed format and must include original sketches or drawings illustrating the exercises. All charts, demonstrations and impressionistic material must be carefully illustrated and placed within the body of the text. Only materials presented on this course should be included in the album.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

Notes and sketches taken during the lectures are the basis from which the student prepares course albums. Taking full, complete notes is required. The process of writing and illustrating albums is an internalisation and restatement of the course content that verifies the student has understood and is able to prepare a coherent record or presentations suitable for children aged six to twelve.

Please note: Submission of work that is not original, or is that of another person, constitutes cause for immediate dismissal from the course. Both parties involved passing or sharing work will be accountable and thus subject to consequences. No illustrations, diagrams, photos, etc. downloaded from the internet or obtained from a source other than SMTC pedagogical staff on this training course will be permitted.

Students who request work from fellow students for legitimate reasons (absence; illness) must request and complete the Permission to Use Student Notes form from the Course Assistant. To avoid any misunderstandings, this form must be handed in to the Course Assistant before the assignment in question is completed.

The albums students prepare and submit for examination are intended for your own personal use when working with children. They may not be published, shared, distributed or reproduced physically, digitally or in any other form, for any other purpose. All course handouts are provided for students' personal use and may not be published or reproduced for any other purpose than your own studies.

### **Required Materials and Supplies**

Each student is required to prepare specific materials for classroom use. These materials include, but are not limited to:

- 5 timelines
- approximately 100 impressionistic charts - these charts will be colour-printed by the SMTC staff and you will purchase these during Module 2. The cost of purchase is in addition to your course fees.
- various other pieces.

SMTC advises that the student budgets approximately \$1,000AU for these materials, and approximately \$2,000AU for other course supplies including notebooks, coloured pencils, grid paper, ruler and compass, computer, printer and associated supplies; envelopes or folders, binders and dividers.

### **Written and Oral Examinations**

Written and oral examinations are conducted by AMI. Students reaching a satisfactory standard at these examinations, whose coursework is also satisfactorily completed, will be awarded the 'Association Montessori Internationale Elementary Diploma'.

- Written Examinations will be scheduled on three consecutive days.
  - DAY 1: Exam A, covering Montessori theory topics;
  - DAY 2: Exam B Part I, covering Practical Applications of the Material;
  - DAY 3: Exam B Part II, covering Practical Applications of the Material.
- Oral Examinations
  - 3.5 hour oral examination before an examining committee selected by AMI and the Director of Training;



**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

- Each student is required to demonstrate his or her knowledge of the following subjects
  - Language
  - Mathematics
  - Geometry
  - Geography
  - History
  - Biology

Details about the examination format will be given closer to the actual date. Approximately one week is set aside in the course schedule as preparation time for the Written and Oral examinations.

### **Readings**

Each student is required to read selected materials and participate in discussions on assigned topics throughout the course. The assigned readings are from the required course reading. If the assigned reading comes from another source, the text will be provided for students. Please see <https://www.montessoritrainingcentre.com.au/courses/primary-stages-6-12-years/> for an up to date list.

## **EVALUATION OF STUDENT WORK**

### **Evaluation of Work**

All assignments must be completed to the satisfaction of the Training Centre staff. A Satisfactory/Unsatisfactory grading system is used for course work. This system of grading applies to written papers, reference albums, practice with Montessori materials, practice teaching, material construction and any general course assignments. Work must be completed to be considered satisfactory. Numerical grading is used for final written examination papers and final oral examinations. All late assignments affect the final grades in the course.

An assignment sheet is distributed weekly and this lists the work required to be turned in. Evaluators will make written comments for refining or correcting work, and copies will be returned to the student along with their work. All changes must be made before the final album check. It is best practice to make the necessary changes immediately after the work is returned.

Students submit regular album assignments that are read, as a service to the student, by Training Centre staff and AMI trained teachers. Only fully illustrated work will be read. Student work is then returned with written comments. Students must keep all written comments to make required corrections as soon as possible, while the content is still fresh. No claim is made that all omissions or content errors will be found by readers, although we do our best. More details on the submission process will be given during the first week of the course. Any work submitted through the post should include package tracking for safety.

### **Evaluation Records**

Training Centre staff are available as advisors to the student throughout the course. The staff keep detailed records of academic progress in relation to album work, practice teaching and practice sessions, observation notes and materials construction. Successful completion of the course will be



based on records reflecting complete and satisfactory coursework, as well as satisfactory completion of the final written and oral examinations.

Student conferences are scheduled intermittently throughout the course and students may request a conference at any time, by appointment.

### **Deadline for Completion of Course Work**

Our experience indicates that students who consistently turn in their work on time are better prepared for the final examinations. As a result, due dates are strict and it is expected that all work will be turned in on time. Students will be notified well in advance of work deadlines. A student may be placed on probationary status as a result of submitting late work on more than two occasions. There will be no guaranteed return date for work submitted late. Exceptions to this policy must be discussed in advance with the Director of Training.

### **Changes, Corrections and Resubmits of Album Work**

Typed or neatly handwritten illustrated records for each activity demonstrated must be handed in for review as scheduled. Any or all work that does not meet the satisfaction of Training Centre staff must be corrected and resubmitted until it is satisfactory to ensure the work demonstrates clear thought, use of correct grammar and spelling and are complete. The student should change the text or illustrations in the album if the reader has indicated them to be incorrect, unclear or insufficient. If a student is unclear about the action required by a comment, please contact the Training Centre staff as soon as the work is returned. When small corrections are required, there is no need to reprint the album pages; a neatly hand-corrected page will suffice.

If all coursework and albums (and their corrections) have not been submitted in a timely manner for a final check, a student will not be permitted to sit the written and oral exams. Once a student has completed albums and coursework within the timetable set by the Director of Training, the student may ask to sit for oral exams the following year. The student will have only 12 months in which to complete the examination.

There will be a fee for each late album submitted after the albums' final due date. The final album due dates will be provided once all lectures from the album are complete.

### **GRADING CRITERIA**

The AMI 6-12 training course is demanding and exacting, comparable to graduate level work. Throughout the course, the Director of Training will make periodic evaluations of each student's theory and practical work. Any student not performing at the expected standards may be placed on probation or asked to withdraw from the course.

### **Albums and Papers**

The criteria for grading albums and papers includes the:

- Submission of album work by the due date;
- Clear and complete written presentations;
- Accurate reflection of the presentations given on the course in which the student is enrolled. Only albums that reflect the course being followed can be evaluated toward this requirement;

- Evidence of understanding the nature of the assignment;
- Neatness and legibility: well-chosen font and adequate spacing;
- Edited for correct grammar, spelling and punctuation including complete sentences, paragraphs and subtitles as required;
- Adequate and accurate illustrations – absolutely no downloaded images should appear in your albums;
- Must be the student’s original work. **Plagiarism is grounds for dismissal from the course.**

### **Materials and Charts**

The grading criteria for charts and materials includes the:

- Submission of materials by the due date;
- Completeness, care and accuracy of the materials;
- Attention to detail, including neatness and legibility;
- Student’s name written on the back of each material.

The following charts, timelines and materials will be required for graduation. Please honour the deadlines for materials submission, which will be distributed well in advance.

- Geography: Charts 1a – 12a; 14a – 28a; 1-30; GW1-GW5 and accompanying pieces; U1-U5
- Biology: Charts A – S
- History: Charts H1, H2, H5, H5a, H6, H7, H10
- Timelines:
  - Timeline of Life
  - First and Second timelines of Human Beings
  - The Black Strip
  - The Hand Timeline

### **Observation and Practice Teaching**

Written observation notes in relation to specific topics will be due on dates as advised during the course. Raw notes addressing the assignment topic, as well as the summary paper, are required for a pass.

During each of the practice teaching assignments, students are required to complete specifically requested records for a pass and submit them by the assigned date.

### **Written Examinations**

Three final written examinations consist of:

- a) One 3-hour written exam on Montessori theory;
  - i) Select and answer four of seven theory questions
- b) Two 2.5-hour written exams on the practical aspects of the Montessori approach,
  - i) Held over two days
  - ii) Select one of two questions for each of the six content areas

Each question is worth 25 points and a passing grade of 50% is required for each of the two parts of the exam.

To achieve a passing score, the student must answer all parts of the question, reflect an

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

understanding of Montessori theory and the ability to relate examples to theoretical points. The answer must include definitions of all relevant terms. Students receive a confidential number; papers read by the course evaluators are not linked to a student until after all papers have been read and scored. Any paper that does not receive a passing grade will be read by at least one additional evaluator. A student failing to achieve a written paper pass will be permitted to re-take exam once, within 12 months of the published results.

Students for whom English is not the native language will be allowed a printed dictionary from their first language to English during the written exam. Those students will be allowed extra time according to AMI guidelines.

### **Oral Examinations**

Each student must show his or her knowledge during an Oral Examination before an Examining Committee. Committee members are selected by AMI from among AMI training centres and others who are qualified examiners. An appointed examiner heads the examination team.

A score of 12.5 out of 25 in each of the six areas is required to pass the oral examination. These areas are: language, mathematics, geometry, geography, biology and history. To receive a passing mark in each subject, the student must demonstrate that s/he knows:

- How to present the concept of the material named on the slip chosen;
- The purposes, direct and indirect aims, and the ages of children to whom the material is presented;
- The activities that preceded the presentation, those that would follow it, and what the presented exercise prepares for;
- Control of error, if any;
- General theory about the particular area;
- Highlights and progression of each of the subjects.

To be eligible to sit for oral exams, all albums must be submitted by the published due dates for final album check.

### **NOTIFICATION OF RESULTS**

Each student will be notified of the results of the oral examination. For those not passing the exams, a letter outlining the steps for course completion will be posted to an address designated by the student. The decision of AMI examiners is final.

Students must complete the course with the grade of pass in both the written and oral examinations to graduate and be granted the AMI Montessori 6-12 Diploma.

### **MAKE-UP AND RETAKE OF WORK OR EXAMINATIONS**

Students not completing any portion of the course work satisfactorily must make special arrangements for completion with the Director of Training. Late fees apply per album. Please see the 'Additional Fees Schedule' for more information.

Students failing any portion of the final written or oral exams, or those unable to sit for oral exams as a result of incomplete work, may retake the failed portions of the examinations the following

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

year. The examinations may be taken the second time at any certified AMI 6-12 Training Centre during their regularly scheduled examination periods, with prior written approval from that centre. Additional practice with the materials, written work and/or attendance at lectures may be required as a prerequisite for retaking the examinations. Final examinations may only be taken twice, and no later than one year after the first sitting.

Fees apply for resitting the written and oral exams. Please see 'Additional Fees Schedule' for more information for the SMTC fees. If the student resits the exam at another Training Centre, that centre will also impose a financial assessment for the service.

### **AMI REQUIREMENTS FOR CERTIFICATION**

The AMI Montessori Diploma is granted upon satisfactory completion of the following course requirements:

- A minimum of 90% attendance at lectures, classroom observation, and practical sessions with the materials;
- Personally prepared reference albums containing illustrated notes on the demonstrations and lectures;
- Assigned material-making projects;
- Observation notes and summaries;
- Practice teaching as scheduled;
- Passing grades on both written and oral examinations.

Admission to the training course does not guarantee certification. Student progress conferences are scheduled intermittently throughout the course and students may request a conference at any time, by appointment.

AMI will award the AMI Montessori Diploma to those students who have satisfied AMI examiners in each of the above requirements. The AMI Montessori Diploma must bear the signatures of the President and the Executive Director of AMI and be signed by the Director of the Training Course. The AMI Montessori Diploma certifies that the person has successfully completed the AMI Montessori 6-12 Diploma course and is qualified to apply the Montessori approach with children between the ages of 6 and 12.

The above guidelines are set forth in order to prepare for the task of guiding children and bringing your coursework to a level required for the examination. The course is unique in nature regarding its instruction, intensity and the importance of continuity.

### **COPIES OF DIPLOMA**

Please scan or photocopy your AMI Montessori Diploma and store the original in a safe place. Neither AMI nor SMTC will issue a duplicate AMI Diploma should the diploma be lost or damaged.

## SMTC Policies

### **Plagiarism**

Submission of work that is not original, or is that of another person, constitutes cause for immediate dismissal from the course. Both parties involved passing or sharing work will be accountable and thus subject to consequences. No illustrations, diagrams, photos, etc. downloaded from the internet or obtained from a source other than SMTC pedagogical staff on this training course will be permitted.

Students who request work from fellow students for legitimate reasons must request and complete the Permission to Use Student Notes form. Please see the details given above.

### **Reproduction or Recording of Course Lectures and Materials**

The albums that the students prepare and submit for examination are intended for that student's own personal use when working with children. They may not be published, shared, distributed or reproduced physically, digitally or in any other form, for any other purpose. All course handouts are provided for students' personal use and may not be published or reproduced for any other purpose than your own studies.

Recording of lectures, whether audio or video, is not permitted. Undisclosed recording of any kind will result in dismissal from the course.

### **Statement of Confidentiality and Accessibility of Files**

SMTC retains records through the delivery of the course. Daily attendance records for lectures and supervised practice are maintained by the Training Centre staff. Evaluations of course work, including album work, are held in the centre's office.

Upon completion of the course, or at the time of a student's withdrawal from the course, a permanent file is created and held in the archives. This file contains all of the following, or the appropriate portion thereof:

- Original application for admission and all supporting documents;
- Individual student records from the course;
- Summary evaluations of the Materials Reference Books (albums), materials, observations, and practice teaching;
- Summary sheets with scores from the written and oral examinations;
- A copy of the signed and dated AMI Diploma.

All student files are held in the strictest of confidence and are accessible only upon written request and authorisation by the student to the Director of Training and/or SMTC as applicable. All parts of the permanent file remain in the sole possession of SMTC and the Director of Training.

Should a student wish for a verbal reference to be given by the Director of Training for the purposes of education or employment, after making a verbal request of the Director of Training, the student will need to provide written authorisation.

### **Attendance Policies**

Full attendance and satisfactory participation are required for all lecture/demonstration sessions as attendance records are kept. As a prerequisite for final examinations, students must attend

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

regularly and be punctual for lectures, supervised practice, observation and practice teaching. Due to the intensity of the course work, students are urged to keep their absences due to illness or family emergencies to a minimum. Students are requested to notify Training Centre course staff in advance of an anticipated absence. Excessive absence will impair the student's graduation prospects, and students must attain at least 90% attendance to sit for the written and oral exams.

If you are ill or cannot attend class, please contact the Course Assistant as soon as possible.

Any absence from the course must have the Director of Training's approval. In the event of extended absence due to medical reasons, the Director will review the individual case. Students must arrange with Training Centre staff to make up course work missed due to excused absence.

Absences affect academic and practical performance. It is the student's responsibility to keep track of their own absences and maintain at least 90% attendance in all aspects of the course. The Director of Training will meet with the student when there have been 3 or more absences and the student may be placed on probation until attendance improves. Seven absences will be grounds for dismissal from the course.

The use of wireless internet during a lecture or supervised practice will count as an absence and be noted on the student record.

### **Dropout, Leave of Absence (LOA) and Deferred Course Requirements**

Students who drop out or ask to leave the course for a legitimate reason, such as a medical emergency or death in the family, must request special arrangements to complete the course requirements and take the examinations. The Director of Training can defer a student's course requirements for up to 12 months because of such extraordinary circumstances.

Extraordinary arrangements may include attending the next academic year course offered by SMTC or travelling overseas to another AMI Training Centre. If another centre can accommodate the student, it is understood that the student may incur additional fees at their own cost because they are attending a different course.

### **Complaints**

Should you have a complaint or concern regarding any aspect of the course or environment, please contact the Director of Training immediately. We seek to channel all energies in a positive manner, and a quick resolution of any misunderstanding will help in this regard.

A formal complaint process exists. Details are available on request from the SMTC Administration Centre.

### **Questions and Clarification**

At the end of lectures, there may be time for questions and clarification regarding the concepts and ideas presented. However, we ask that students do not interrupt a lecture when it is in progress as we move at a quick pace and have a lot of content to cover. The time for questions is normally at the end of a lecture, which will be indicated by the lecturer. Questions you may have

could also benefit other students, so don't be afraid to ask for clarification. The Director of Training and other pedagogical staff will also be able to answer questions privately as needed.

You are required to understand the concepts presented by instructors to complete the course. Reading your notes at the end of the day is a great way to gain understanding of the material. The entire class benefits from an open mind, and course instructors draw upon their own personal experiences with children. Although ideas are stated theoretically, they originate from direct experience with children in and out of classroom environments. Should your personal experiences differ, please arrange a private appointment with the lecturer for clarification.

### **Internet Policy**

Wireless internet may periodically be available for student use (with your own device) at SMTC campus. Available times for this use may be before or after class or during the lunch period. Students are not permitted to use the internet while attending a lecture or during supervised practice. This conflicts with your studies as you need to be present to follow the demonstrations and participate in the activities of the group. This is also discourteous to the lecturer and sets the wrong precedent for your own classroom, where devices should not be used for personal reasons during class time. If a student is found to be using the internet during these times, the lecture or practice will be considered as an absence and recorded in the attendance record. No devices of any kind – phone, tablet or computer may be used for internet use during the supervised practical sessions.

### **Social Media Policy**

Students are expected to maintain confidentiality and demonstrate strong professional ethics on all aspects of the course, including, but not limited to: observation, practice teaching, SMTC and related events. We ask students to work with staff to resolve issues or concerns. Students must not disparage or post negatively about SMTC, AMI or their staff members on any social media.

### **Student Conduct**

SMTC broadly defines academic dishonesty as an act violating the rights of another student in academic work or involving misrepresentation of the student's own work.

Academic dishonesty includes, but is not limited to:

- cheating on assignments or examinations;
- undisclosed recording;
- plagiarising;
- misrepresenting work done by another person as your own work;
- interfering with another student's work.

SMTC staff will investigate charges of academic dishonesty. When charges are upheld, the student may be placed on disciplinary probation, suspended or dismissed from the course. This information will be recorded in the student's academic record.

### **Dismissal/Authorised Departure of a Student**

An individual student may be dismissed from the course for behaviour causing a safety hazard to others at SMTC, for disrespectful or disobedient behaviour to another student or a staff member,



**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

for plagiarised work, or any other state or determined infraction of student conduct. Students may be asked to discontinue the course for medical, academic or other compelling reasons.

SMTC believes that a positive and constructive working relationship between the Training Centre and the student is essential to the fulfilment of our mission. Thus, SMTC reserves the right to discontinue enrolment of a student if SMTC reasonably concludes that the student's actions make such a positive and constructive relationship impossible. Student behaviours that are neither respectful nor conducive to the community, including irresolvable differences regarding policies, interfere with SMTC's accomplishment of its educational purposes and the student's success.

All students are expected to abide by the conditions established for the course and any arrangement made for their training during the course. Tuition refunds will be determined by SMTC Board in accordance with the Refund Policy and the circumstances of dismissal.

### **Lecture Policy**

Lectures given by SMTC staff may not be recorded as they are the intellectual property of the speaker. Using speech-to-text programmes, smart pens or similar recording technology is strictly prohibited during lectures without prior written permission from the lecturer. Transcripts of lectures, course handouts, album pages and other course work should not be published on the internet or otherwise distributed without written permission from SMTC.

### **Student Grade Reports and Transcripts**

Student academic records are maintained by SMTC. You can obtain a transcript by sending a letter of request to SMTC. These are on a pass/fail basis only. Student records are not released to anyone other than the student without the express written consent of the student for that purpose.

### **Disability Statement**

Students must disclose the need for special learning considerations or accommodations before the course begins. The student is responsible for providing SMTC with a written copy of the supporting diagnostic test results and professional prescriptions for auxiliary aids. Instructors are not required to compromise essential elements of the course or AMI evaluation standards. While SMTC will provide reasonable accommodations as needed, academic success is the student's responsibility.

Details should be sent via email to the SMTC Administration Centre.

### **Unexpected Closures**

In the event of an emergency or unexpected closure of the Training Centre, students will be contacted by SMS message and/or email. Please ensure that your contact details are always up to date.

### **Dress**

The dress standard for SMTC is casual; each student is personally responsible for maintaining an appropriate appearance and manner of dress. Students are required to dress professionally when completing observation and practice teaching in school environments.



### **Food and Drinks**

Students may bring their lunch or purchase food in the nearby area. A microwave and fridge are available for heating and storing your lunch. Please remove food containers from the fridges at the end of each day. Any containers left in the fridge at the end of the week will be removed. Food placed in the fridge should be in sealed containers or securely wrapped.

Please ensure the kitchen is left in a clean and tidy manner, with all used items washed and returned to the cupboards.

Food and drinks, other than water in a covered container, may not be brought into the lecture room, practice areas or material-making space.

### **Protection of Personal Belongings**

Students are asked to bring only those items necessary into the lecture space. Large bags and backpacks are to be stored in lockers by the front door. SMTC strongly urges students to protect their valuables by not leaving them unattended during non-class times.

### **Smoking**

SMTC is a non-smoking environment. Smoking is not permitted inside any buildings, enclosed areas or grounds.

### **Alcohol and Drugs Policy**

You are responsible for ensuring your capacity to perform your duties is not impaired using alcohol or drugs and that the use of such substances does not put you or any other person's health and safety at risk.

As a student at SMTC, you must:

- not attend under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- not consume alcohol, illegal drugs or non-prescribed and/or restricted substances while at the Training Centre;
- notify SMTC staff if you are aware that your study performance or conduct could be adversely affected as a result of the effect of a prescribed drug;
- act to resolve any alcohol or other drug-related problems that you may have;
- consult with the Director of Training if you are concerned about other students or an employee who may be affected by drugs or alcohol.

### **Telephones**

Mobile phones are to be turned off and left in the lockers during lecture and practice sessions. If you are concerned that an emergency call might be missed, please give out the SMTC Administration Centre phone number found in 'Contact Information'. The Course Assistant will notify you in this case.

### **Visitors**

Visitors, including family or friends of students, may tour the classroom when class is not in session by prior arrangement with the Director of Training. For AMI Diploma-holders, permission to audit a lecture may be requested from the Director of Training.

The materials in the practice space are for SMTC students' use only.

### **Ethical Conduct**

SMTC aspires to the highest level of professional behaviour, respect, integrity and the provision of equal opportunity in all we do.

Conduct with a professional and ethical culture is expected from everyone working, studying or being part of our community. We expect you to act ethically, fairly, transparently and with generosity of spirit. We treat any breach seriously and encourage this to be reported.

### **Sexual Harassment Policy**

SMTC recognises the right of every employee, student and volunteer to be able to attend the Training Centre and perform their duties and studies without being subjected to any form of sexual harassment. It is the obligation and responsibility of every employee, student and volunteer to ensure that the Training Centre is free from sexual harassment.

SMTC is fully committed to its obligation to eliminate sexual harassment in the workplace.

### **Time Commitment**

It is to your advantage to keep all outside activities and part-time work to a minimum as the course is demanding and time-consuming. The greater time commitment you make to the course work, the better prepared you will be for AMI examinations, and for your work in the future with children.

### **General Attitude**

A positive, professional attitude should be maintained during the course, observations and practice teaching. A high degree of independence is also required for success throughout all aspects of the course. Characteristics of behaviour and personality will be considered and related observations may be discussed with you at conferences throughout your training. This is done in fairness to yourself, other students, the faculty and staff, the children and their families with whom you will be working in future. Please feel free to discuss your observations and opinions with the Director of Training.

## Montessori Associations

### Association Montessori Internationale

Founded in 1929 by Dr Maria Montessori (1870 – 1952), the Association Montessori Internationale is the recognised authority on Montessori education and directs schools and studies in affiliated teacher-training institutes around the world. The Association Montessori Internationale was established by Maria Montessori in 1929 and was directed by her son Mario until his death in 1982. Membership is open to all interested individuals.

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1075 CN Amsterdam  
The Netherlands  
Phone: +31 20 679 8932  
Email: [info@montessori-ami.org](mailto:info@montessori-ami.org)  
Website: [montessori-ami.org](http://montessori-ami.org)

### AMI-EAA

The AMI-EAA, a member-run professional organisation of AMI teachers and trainers, provides a supportive community for the exchange of ideas and promotes the principles of Montessori education. The AMI-EAA newsletter, available to members, highlights lesson extensions, stories from colleagues, as well as tips, book lists, reviews, websites and articles, and other resources shared by members. Membership is free to students of the AMI course. EAA-Talk, a worldwide resources and conversation, is open to graduates of the course. AMI-EAA hosts an annual northern hemisphere summer conference in the US as well as regular online webinars.

E-mail: [chair@ami-eaa.org](mailto:chair@ami-eaa.org)  
Website: [ami-eaa.org](http://ami-eaa.org)

## Appendix A

### AMI REQUIREMENTS FOR CERTIFICATION

AMI Agreement Schedule II

#### Requirement for Certification For All Primary Teaching Courses

Admission to the course does not guarantee certification. Basic requirements (hereunder) must be met by each student in all areas of the course. Individual training centres may have additional requirements.

#### Eligibility

- A. In order to be eligible to sit for the written and oral examinations a minimum attendance of 90% is required in the following:
- theory lectures;
  - demonstrations of materials in each areas;
  - discussions/reviews as organised by the training course;
  - the required reading seminars on Montessori books as stipulated by the training course.

Attendance at supervised practical sessions (minimum 140 hours)

#### Certification

- B. In order to receive a diploma at the end of the training course the following requirements must be met:
1. A pass mark for written (Papers A & B) and oral examinations
  2. To complete:
    - (i) compilation and submission of acceptable and original albums in all areas;
    - (ii) compilation and submission of acceptable materials as required by the course;
    - (iii) observation and observation reports;
    - (iv) practice teaching as scheduled.

#### Deferral Examination

Students deferred for any part of the examinations (see B1) must retake that part the subsequent year (within 12 months) and may re-sit each examination only once. It will be necessary to comply with the recommendations made by the AMI Board of Examiners. If this necessitates travel to an AMI affiliated training centre other than where you took the course, all expenses involved are for the account of the student, as well as any examination and related fees charged by the host centre.

#### Failure to Complete Course Work

Students failing to complete any part(s) of the other requirements (see B2) must fulfil that part(s) the subsequent year (within 12 months) in compliance with the recommendations and dates laid down by the Board of Examiners and/or the Director of Training.

#### Issue of Diploma

In both cases (B1 and B2, as above) the AMI Diploma will be issued no later than the end of the course/academic year in which the result has been finalised.

**Courses Offered Once Only in Current Location**

Students who defer and who are enrolled at a training centre that is offering a one-time course will be informed by the Director of Training of the nearest centre where s/he can appear in the examinations the following year (within 12 months). These arrangements will be settled in conjunction with the Director of Training. All the expenses involved are for the account of the student.

**Fail Status**

Students who fail Paper A, Paper B and two out of four subjects during the Oral examinations have failed the course. Clarification of this will be given by the Director of Training. In this case, if a student wishes to obtain an AMI diploma it will be necessary to retake the entire course.

**Academic Honesty**

The Centre has an obligation to deal with acts of academic dishonesty. Acts of academic dishonesty that will result in suspension or dismissal from the course are:

- Plagiarism in all its forms and facilitating academic dishonesty on the part of another student;
- Students caught in acts of academic dishonesty during written examinations will be immediately dismissed from the course and will not be eligible to complete the examination process, resulting in a fail grade recorded for the course;
- Undisclosed recording of any kind on the premises of the Training Centre.

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The undersigned declare that these 'requirements and conditions' have been presented to the student, who has read and agreed to the contents.

Student Name \_\_\_\_\_ (please print)

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Training Name \_\_\_\_\_ (please print)

Director of Training Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B

### SMTC STUDENT CONTRACT

#### AMI Montessori Diploma

This contract refers to your enrolment on the following Sydney Montessori Training Centre (SMTC) AMI Montessori Diploma Course (known as the 'Course'): AMI Montessori Diploma (6 - 12).

Set out below are the terms and conditions that will govern the agreement between you and SMTC regarding your participation.

#### 1. Enrolment Prerequisites

1.1. You agree that you meet the following prerequisites for the course as specified during your application process (unless you have made special arrangements with SMTC).

These prerequisites include:

- (a) proficiency in oral and written English language: if English is not your first language or if your education has been in a language other than in English, a score of 5.5 on the International English Language Teaching Standard (IELTS) or equivalent will be required. If this is required, you must provide SMTC with a certified copy of your IELTS score;
- (b) capacity to undertake successful tertiary study: you must demonstrate this to the reasonable satisfaction of SMTC and you may do this by supplying evidence of the successful completion of previous studies and/or your employment history;
- (c) eligibility to undertake formal full-time study in Australia: refer to section 5 below.

#### 2. Course Requirements

2.1. To be eligible as a graduate of the course for an award of the Association Montessori Internationale (AMI) Diploma, you are required to fulfil a number of course requirements to the satisfaction of AMI and SMTC.

These include:

- (a) complying with all the requirements of this contract: when you sign this letter, it becomes the student contract between SMTC and yourself. In this regard, please note carefully the representations and obligations set out in sections 5 and 6 below;
- (b) signing and complying with all the requirements of the AMI Requirements for Certification: the AMI Requirements for Certification includes, details of attendance requirements, assignment work, field experience and examinations. The Director of Training will explain the AMI Requirements for Certification to you at the commencement of the course and you must sign the document. A copy will be provided to you for your records;
- (c) complying with all course requirements: the formal requirements relating to attendance, participation, classroom observations, professional experience, written and oral assignment work, material reference manuals and examinations are set out in the AMI Requirements for Certification but you must also comply with any other requirements prescribed by SMTC and the Director of Training;

(d) complying with policies: you must also comply with all SMTC and AMI policies set out in the Student Handbook or which may be notified to you by the Director of Training or SMTC during the course;

(e) paying fees: you must pay all course fees and other amounts payable by you in relation to the course promptly by the time those fees and other amounts are required to be paid.

2.2. You will not be eligible to sit written or oral examinations in relation to the course if you have not adequately complied with all the requirements as set out or referred to in paragraph 2.1.

2.3. If there are any circumstances (for example illness), which may prevent you from completing any of the course requirements, you must immediately contact the Director of Training to discuss whether alternative arrangements may be made. Whether satisfactory alternative arrangements can be made will be within the discretion of the Director of Training.

2.4. If your attendance, participation record, conduct or demeanour, indicates that you will or are likely to be unable to comply with any of the course requirements, SMTC is entitled to direct that you discontinue the course. In that event, and even if the reason for the inability is not within your control (such as illness), SMTC's Fees, Cancellation and Refund Policy (available here [Forms and Policies | Sydney Montessori Training Centre](#)) will determine if you are entitled to a refund of all or part of any course fees or other amounts and you will remain liable to pay any such fees or other amounts which are unpaid at the time of discontinuance (whether the time for payment has fallen due), subject to that policy. All such amounts must be paid within one month after discontinuance or such longer period as SMTC permits.

### 3. Deferral

3.1. If you do not satisfactorily complete all course requirements within the period of the course, SMTC may with the approval of AMI in certain circumstances grant you a deferral of up to one year to complete the outstanding requirements. Those circumstances include:

(a) incomplete AMI course work: if you do not complete AMI course requirements (for example, material reference manuals (albums), Montessori material-making, supervised practice with materials, classroom observation, practice teaching, assignment work, or attendance at lectures), SMTC may in its discretion permit you up to the end of the twelve months following the end of the course to complete them. If SMTC does not offer the same course within that twelve months, you will be required to complete the course at another AMI centre;

(b) examinations failed or not sat: if you do not pass, or are not permitted to sit, any of the examinations, SMTC may at its discretion permit you to sit, or resit, those examinations. You may be required to attend another AMI centre for this purpose.

3.2. In any of the circumstances described in paragraphs 3.1(a) and (b), you will solely be responsible for making the necessary arrangements and for paying the costs involved.

3.3. In any of the circumstances referred to in paragraphs 3.1(a) and (b), you will not be eligible to receive the relevant AMI Diploma until the end of the year in which you satisfactorily complete the relevant components of the course.

#### **4. Award of the AMI Diploma**

4.1. You must satisfactorily complete all the components of the AMI course to be eligible for an award of the AMI Diploma. The AMI Diploma will be awarded at the end of the course to each student who has by that time satisfactorily completed all the relevant components of the course and has fulfilled all other requirements in relation to the course (including payment of fees).

4.2. Except as described in section 3 above, if you fail any examination, or if you do not satisfactorily complete other course components as described or referred to in paragraph 2.1 above, you fail the course. In such a case, to obtain the AMI Diploma, you will be required, at your own expense, to re-enrol in another course and be a student and comply with all the requirements of that course. You would not necessarily have any priority in relation to an application for enrolment in any such course.

#### **5. Undertakings and Obligations regarding Residency and Visa Status**

5.1. SMTC must comply with strict requirements under Australian law, including but not limited to, the Migration Act and Regulations and the Education Services for Overseas Students Act. In order that SMTC may fully comply with its obligations under legislation, SMTC must satisfy itself as to various matters regarding your visa and residency status and your intentions regarding your future in Australia.

5.2. Accordingly, your enrolment as a student in the course will be based on the following representations and undertakings to SMTC:

- (a) That you are an Australian citizen, or, if you are not an Australian citizen, that you have supplied to SMTC, your visa and passport for inspection, together with any other original documentation relevant to your status as a visitor or a temporary or permanent resident of Australia;
- (b) That you will inform SMTC in writing immediately of any change to your visa status or right of residency in Australia;
- (c) That you do not hold and have not applied for a 'student' visa under Australian law, that you have no intention of applying for such 'student' visa and that you will inform SMTC in writing immediately if in future you intend to apply for an Australian 'student' visa;
- (d) That if you are not an Australian citizen, it is solely your responsibility to obtain and maintain a valid and appropriate Australian visa which entitles you to participate in the course and you must always comply with any visa conditions.

5.3 SMTC has no responsibility in relation to your obligations described in paragraph 5.2 above to maintain an appropriate visa and to continue to be entitled to be resident in Australia during the continuance of the course.

#### **6. General Obligations**

6.1. Enrolment as a student in the course will be on the basis that you have agreed to comply with the following obligations:



**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

- (a) That you will, throughout the duration of the course (including any period of deferral) always comply with all the requirements as set out in the Student Handbook including but not limited to, the Student Code of Conduct and the policies on Equal Opportunity, Discrimination and Harassment and Work, Health and Safety;
- (b) That you will always behave in a manner consistent with the objectives of AMI and SMTC as set out in the Student Handbook and to promote the efficient and harmonious running of the course;
- (c) That you will comply with the requirements of any Code of Conduct or other requirement of any governmental or regulatory authority with which students of the course are required to comply and which are from time to time notified to you;
- (d) That you will promptly pay to SMTC all fees or other amounts payable by you as and when such amounts become due and payable, and that if you do not pay any such amount by the due date for payment, or if SMTC agrees to a deferral of payment, then you will pay interest on the amount unpaid, or the deferred amount (as applicable), from the due date until payment, at the rate of 8% per annum, calculated on a daily basis;
- (e) That you will comply with any reasonable and lawful directions given by SMTC or AMI in relation to the course or your participation in it;
- (f) That you will notify SMTC in writing immediately upon any change in your details or circumstances which might directly or indirectly relate to your enrolment or position as a student of the course, including any details provided by you in accordance with SMTC Administration Rules referred to in paragraph (a) above.

6.2. If you are in breach of any of the obligations set out or referred to in this letter and the breach cannot be remedied or, if remediable, is not remedied promptly on SMTC's request to you to do so, then, in addition to any other right which SMTC may have arising out of the breach, SMTC will be entitled to direct that you immediately discontinue the course, as to which the consequences provided for in paragraph 2.4 above apply.

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

If you agree with the terms set out above, please sign this letter where indicated and hand it to the Director of Training. A copy will be provided for your records.

Your signature will constitute:

1. your representation that, to the best of your knowledge and belief as at the time of signing, all the information provided in your application for enrolment in the course or in any other correspondence or material provided by you is true, complete and accurate;
2. your acknowledgement that you have read and agree to be bound at all times by all the requirements set out or referred to in this letter, and in any documents referred to in this letter, including the Student Handbook; and
3. your offer to SMTC to enter into a Student Contract with SMTC on the terms set out in this letter.

On behalf of SMTC, I offer you my best wishes for your success in the course.

Yours sincerely,

Alison Birdsall  
Training Centre Manager

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I offer to SMTC to enter into a Student Contract on the terms and conditions as set out in this letter, and, if SMTC accepts that offer, I agree to comply with those terms and conditions.

Student Name \_\_\_\_\_ (please print)

Address \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix C

### SMTC STUDENT CODE OF CONDUCT FORM

As an enrolled student of Sydney Montessori Training Centre, I agree to the following:

- I will follow the highest standards of honesty and integrity. My behaviour will be professional and non-discriminatory;
- I will represent the Sydney Montessori Training Centre and the general Montessori community in an exemplary manner;
- I will discuss confidential information only with the authorised persons;
- I will follow the doctrine of Montessori philosophy of childhood to the best of my ability;
- I will strive to work cooperatively within the Montessori community to promote goodwill and maximise communication;
- I will not knowingly falsify or misrepresent records or facts about myself, other students, children, parents or colleagues and will work to actively suppress harmful behaviours;
- I will not let personal affairs interfere with my responsibilities or my professionalism;
- I will adhere to the policies and procedures as set forth in the Student Handbook;
- I will demonstrate respect for myself, others and the environment;
- I will treat others with kindness, fairness and respect;
- I will seek to resolve a conflict in a fair and responsible manner;
- I will respect the privacy of others;
- I will submit work that represents my own efforts and originality.

Student Name \_\_\_\_\_ (please print)

Address \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

## Appendix D

**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 resit 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

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

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	
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 resources 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

**SYDNEY MONTESSORI TRAINING CENTRE (SMTC)**  
**AMI Montessori Diploma Primary (6 – 12)**  
**Training Course Student Handbook**

			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.

\* 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.

## Appendix E

## Fees, Cancellation and Refund Policy

All fees are due and payable on their due date.

Course enrolments are not transferable to another person.

Course fees may be paid either in full prior to commencement of course or in accordance with an SMTC authorised instalment plan.

Where you pay in accordance with an instalment plan, you may still be liable for instalment payments should you withdraw from the course as outlined in this policy.

You can pay your fees directly to SMTC Via direct transfer into our bank account

Receipts will be issued to you upon receipt of your payment.

The price for all goods and services are in Australian Dollars (AUD) and include GST where applicable. All transactions are in Australian Dollars (AUD) and include GST where applicable.

## Cancellation of Enrolment and Fee Refund Policy

All requests for cancellation of enrolment and request for fee refunds must be advised in writing.

To request a refund, please email [admin@montessoritrainingcentre.com.au](mailto:admin@montessoritrainingcentre.com.au) with a completed SMTC "request for fee refund form".

All refunds must be approved by the Board or their authorised delegate. Exemptions to the refund conditions may only occur where the student has extenuating, or compassionate grounds as determined by the Board or delegate.

Where you are paying in accordance with an instalment plan, you remain liable for all instalment payments post your cancellation of enrolment except to the extent that the payment would meet the refund criteria in this policy.

Our refund terms and conditions are set out below for each type of course offered by SMTC.



## **AMI DIPLOMA COURSES**

### **Prior to trainer interview**

- Cancellations are permitted. This is determined to be the 'withdrawal with-no-penalty' cut-off date. SMTC will refund 100% of the total course fees paid in respect of your enrolment in the course.

### **After trainer interview but prior to course start date:**

- SMTC will refund 100% of the course fees you have paid to us less \$500. This is the non-refundable deposit and supports SMTC to cover its administrative costs.

### **Less than 10 days of course start date:**

- SMTC will refund 85% of the total course fees for the course. Students paying by instalment remain liable for 15% of the total course fees for the course if this amount has not been received by SMTC.

### **Between 10 days and 3 months from the course start date:**

- SMTC will refund 70% of the total course fees for the course.
- Students paying by instalment remain liable for 30% of the total course fees for the course if this amount has not been received by SMTC.

### **Where the training course is of 15 months or less in duration:**

#### ***Between 3 months and 6 months of the course start date:***

- SMTC will refund 35% of the total course fees.
- Students paying by instalment remain liable for 65% of the total course fees for the course if this amount has not been received by SMTC.

#### ***6 months or more from the course start date:***

- Refunds are not permitted, except with Board approval on compassionate grounds.
- Students paying by instalment remain liable for 100% of the total course fees for the course if this amount has not been received by SMTC.

### **Where the training course is more than 15 months in duration:**

#### ***Between 3 months and 6 months from the course start date:***

- SMTC will refund 50% of the total course fees.

- Students paying by instalment remain liable for 50% of the total course fees for the course if this amount has not been received by SMTC.

***Between 6 months and 12 months from the course start date:***

- SMTC will refund 25% of the total course fee.
- Students paying by instalment remain liable for 75% of the total course fees for the course if this amount has not been received by SMTC.

***More than 12 months from the course start date:***

- Refunds are not permitted, except with Board approval on compassionate grounds.
- Students paying by instalment remain liable for 100% of the total course fees for the course if this amount has not been received by SMTC.

**AMI ORIENTATION COURSES & FOUNDATION COURSE**

**Prior to course commencement**

- SMTC will refund 80% of the total course fee (the remaining 20% is the non-refundable deposit).

**By the end of the second day on which scheduled classes occur**

- SMTC will refund 50% of the total course fees.

**After the end of the second day on which scheduled classes occur**

- No refund is permitted, except with Board approval on compassionate grounds.

**WORKSHOPS and REFRESHERS**

**Prior to course commencement**

- 80% of course fees are refunded (the remaining 20% is the non-refundable deposit).

**After commencement of the course**

- No refund is permitted, except with Board approval on compassionate grounds.

**ADDITIONAL FEES SCHEDULE**

- SMTC does not offer a refund of payments in respect of fees in our additional fees schedule unless SMTC has not carried out its function in respect of any such fee in the relevant time frame, in which case 100% of the relevant additional fee is refundable.

**What are compassionate grounds?**

Within 8 weeks of cancellation or termination of their enrolment, a student may make a written application to the Board for exceptions to this policy on compassionate grounds or due to extenuating circumstances.

Depending on the circumstances, the Board may, in its absolute discretion:

- permit the student to re-join the equivalent course in the future (where the course trainer and AMI also agree), subject to such conditions as SMTC sees fit; in which case all or part of the tuition fees held by the training centre will be applied towards the student's re-enrolment in the equivalent course in the future (but no refund is permitted including if the student does not complete all or part of the future course).
- permit a refund of all or some of the tuition fees above the amount otherwise stated in this policy.

The student is required to provide evidence to support their claim for relief on compassionate ground to the satisfaction of SMTC, acting reasonably. Examples may include medical certificates suitable to SMTC.

### **Date of termination or discontinuance**

Termination of a student's enrolment will be taken to occur on earlier of the occurrence of any of the following events:

- When SMTC receives written notice of the student's intention to discontinue the training program.
- When the student's enrolment is terminated by SMTC by written notice for a violation of a published SMTC policy, which provides for termination.
- When a student, without notice to SMTC, fails to attend classes for fifteen consecutive days on which a class is held.
- Where in-person attendance in Australia is required, when a student is found to be ineligible to study in Australia and their enrolment is terminated by SMTC.

### **Termination of your enrolment by SMTC**

If your attendance, participation record, or your conduct or demeanor, indicates that you will or are likely to be unable to comply with any of the course requirements as specified in the Student Handbook, then SMTC is entitled to direct that you discontinue the course. You will only be entitled to a refund of any course fees or other amounts as stated in this policy. A student in this situation may make a written application to the Board for exceptions to this policy on compassionate grounds or in extenuating circumstances as outlined above.

### **Discontinuation of course by SMTC**

In the unlikely event that SMTC is unable to deliver the course in full and discontinues the course, the student will be offered a full refund of all course fees paid to date. Alternatively, enrolment in another suitable course by SMTC may be offered at no extra cost to the student. The student has the right to choose between a refund of course fees or to accept a place in another SMTC course. If the student chooses a placement in another course, the student will be required to sign a statement that indicates their acceptance of the placement.

Notice in advance of the discontinuance must be provided by SMTC to students in writing.

SMTC shall communicate the options above to the student within fourteen days following discontinuance of the course. Refund payments due to the student will be made within a further

fourteen days of the student notifying SMTC of its decision to accept a refund and providing SMTC with relevant bank account details to process the refund.

### **Refund payments**

SMTC cannot process a refund payment until we receive a student's bank account details. Please provide these by submitting our "request for fee refund form".

Where course fees were paid for by a School, employer or centre, please be aware that we are generally obliged to issue a refund to that entity rather than directly to the student unless the entity provides written authorisation to our satisfaction for SMTC to pay the refund directly to the student.

### **SMTC defers the start date of the course**

If SMTC defers a course commencement date by more than the timeframes set out below, SMTC will offer a full refund of total course fees to the student. Alternatively, the student may elect to commence the same or equivalent course at the deferred time proposed by SMTC. The relevant timeframes are:

- AMI Diploma - the course start date is deferred by more than 21 days.
- Foundation course - the course start date is deferred by more than 3 days.
- Orientation course- the course start date is deferred by more than 1 day.
- Workshops, Refreshers, and other courses - the course start time is delayed by more than 90 minutes.

## Late Payment of Fees

Should you anticipate difficulties in meeting your payment of fees, written communication should be addressed to the Training Centre Manager within 14 days of the payment falling due. An explanation of the circumstances as well as a payment plan should be included.

Please forward details to [admin@montessoritrainingcentre.com.au](mailto:admin@montessoritrainingcentre.com.au).

SMTC may charge a late payment fee of 5% of the amount outstanding should payment be more than 30 days overdue.

## Debt Recovery of Fees

In the event of any default in payment, the student shall pay to SMTC its costs of, and incidental to, the recovery of such sums as may be due from the Student to SMTC including all mercantile and like fees and legal fees and charges on a solicitor/own client full indemnity basis and any filing fees, taxes or any other fees payable, assessed or incurred in relation to such recovery process.

Where a school or employer agrees with SMTC to pay fees on the student's behalf, SMTC may also pursue the school or employer for the unrecovered fees in event of any default in payment. SMTC may pursue the unrecovered fees from the school or employer without first taking action against the student, or pursuing any other available recourse, and may be enforced despite any neglect or omission to enforce any rights against the student.

## Additional Fees Payable

Additional fees may become payable by students in the circumstances outlined in SMTC's "Additional Fees Schedule" included in the SMTC Student Handbook for your course or, if there is no handbook for your course, as posted on SMTC's website.

## Policy review and communication

The Policy shall be reviewed every year, or in the event of a change of a relevant law, event, organisational change or information that would demonstrate the need for a review.

Any change to this policy should be communicated to the following people via email within 7 days of the policy changes being approved by the SMTC board:

- All board members.
- All staff members; and
- Current students participating in or enrolled in SMTC courses.

It should also be uploaded to the SMTC's website under the "student information" tab.

## Last update

This version of the policy has effect from December 2020 for all courses commencing from the start of the 2021 year. SMTC reserves the right to update this policy from time to time.