



DISCLAIMERS AND POLICIES

TUITION AND FEES: Remaining tuition of \$8,000.00 is due prior to the start of the program. Tuition includes most books, materials, AMS membership for one year, room and board for Fall and Winter mid-year intensives, room and board for Erdkinder course, and travel expenses associated with practicum visits. (Application fee + tuition = \$8,800.00)

DOCUMENTATION: The Student Policy Handbook, a list of prerequisite assignments, three-year completion requirement, and additional documentation needed to accompany the CMStep Application can be found on the website www.cmstep.com.

CANCELLATION OF APPLICATION NOTICE: The applicant may cancel this contract and receive a refund of tuition paid to date if the cancellation is made in writing to the CMSTEP Director (PO box 17152; Richmond, VA 23226) within three (3) business days after the date of signature on this application.

REFUND POLICY: If an adult learner withdraws from the program one month prior to the starting date, 100% of the paid tuition (less the processing fee) will be refunded. The \$800.00 application fee is non-refundable. There are no tuition refunds given once summer classes begin except as described in the handbook. The adult learner is required to officially withdraw by writing a letter of intent to the CMStep Director.

HOLDER IN DUE COURSE STATEMENT: Any holder of this consumer credit contract is subject to all claims and defense which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder the debtor shall not exceed amounts paid by the debtor.

ATTENDANCE POLICY: All adult learners enrolled in CMStep must attend all summer classes during the Academic phase and two weekend Intensive Seminars during the Practicum phase. Attendance is mandatory. An adult learner will be excused only in the case of illness, death, or birth in the immediate family. Missed classes must be made up.

CREDENTIAL AWARD DISCLAIMER: Every effort will be made to assist the adult learner in earning his/her Montessori secondary credential. Ultimately, the adult learner's work quality and transformation in the classroom will determine whether the credential is awarded.

JOB PLACEMENT DISCLAIMER: This institution does not guarantee job placement to graduates upon program/course completion.

CMStep accepts adult learners of any race, color, national or ethnic origin, religion, sex, gender identity (including gender expression) and sexual orientation to all the rights, privileges, and activities generally accorded or made available to its participants. It does not discriminate on the basis of race, color, national or ethnic origin, religion, sex, gender identity (including gender expression) or sexual orientation in the administration of its educational, admissions or personnel policies.

In the event of an emergency with respect to faculty, instructors, etc., CMStep will do all it can to resolve the problem. However, CMStep reserves the right to postpone a class or classes until a later time.