

## **Application requirements for the AMI 0-3 Orientation Course**

### **AMI 0-3 Orientation Course - Application requirements for the International Montessori Institute B.V.**

The enrolment requirements for the International Montessori Institute apply to all provided courses unless stated otherwise. In addition to these requirements, other specific requirements may apply. These requirements are always specified in the description of the relevant training course on the website.

The International Montessori Institute reserves the right to change these terms and conditions at any time. In the event that any changes are made, the revised terms and conditions will be posted on the website of the International Montessori Institute immediately. An e-mail with the adjustments will be sent to all who agreed on the terms and conditions.

Applies from May 2017 onwards.

### **Article 1 Definitions**

Participant: the person entitled to take part in a training course at the International Montessori Institute on the basis of his/her enrolment.

IMI: The International Montessori Institute B.V. in the Netherlands.

### **Article 2 Enrolment**

The enrolment procedure consists of submitting a completed enrolment form (including required attachments and documents). By enrolling, the participant agrees to the enrolment requirements and guarantees that he/she meets the admission requirements for the relevant training course.

The IMI is entitled to investigate whether the participant meets the admission requirements and may terminate the enrolment if this is not the case. All information provided by participants is treated confidentially by the institute, its employees and the teachers. No personal details will be provided to third parties.

### **Article 3 Tuition**

Enrolment in the orientation course will involve the payment of tuition fees.

- Tuition fee (€700,-)

The tuition fee does include:

- Online lectures
- Video observation

Unless stated otherwise, the tuition fee will not include:

- Books and materials for your own personal use.

### **Article 4 Payment method, late payments**

The tuition fee have to be paid at once by bank transfer.

All payments must be made within 14 days of the invoice date. In case of late-payments we might charge extra administration costs.

The participant will receive an invoice for the tuition fee shortly after successful enrolment.

Once the payment period has expired, the IMI is entitled to charge the amount due and the statutory interest on this amount. In addition, in case of late-payments, we might charge extra administration costs.

In the event of late payment, the participant may be denied access to lectures and/or facilities without this resulting in a reduction or restitution of the tuition fee due.

If the invoices have not been paid by the due date and three reminders have been sent, the student may be refused access to the lectures and/or facilities without there being a reduction or restitution of the tuition fees owed.

If a participant – after having successfully completed the AMI Orientation Course and is entitled to a certificate, these documents will only be issued if he/ she has met all payment obligations towards the International Montessori Institute.

#### **Article 5 Order of enrolment**

Enrolment will take place on a first-come-first-served basis. Some courses apply a minimum and/or maximum group size. In case of not reaching a minimum amount of students for one of our courses, the specific course might be postponed or cancelled. In this case, there will be a restitution of the tuition fee.

#### **Article 6 Cancellation of enrolment by the student before the start date**

Cancellation before the start date of a programme must be submitted by the student in writing or by e-mail. The date of enrolment will be the postmark on the letter or the send date of the e-mail, respectively. The date of the cancellation will be the postmark on the letter or the send date of the e-mail, respectively. The start date of the programme is the first day of classes. In addition, a percentage of the full tuition fees are owed according to the following rules:

- a. After enrolment there is a grace period of 3 days. Within these 3 days, all fees are refundable.
- b. When the 3 days, have been expired, 50% of the tuition fee is refundable.

#### **Article 7 Interim cancellation by the student**

1. If the student cancels the programme in the interim, there is no right to restitution of the paid or outstanding tuition fees for the student to the International Montessori Institute B.V. for the full course period in which the interim cancellation took place.
2. Restitution of (a part of) the tuition fees is only possible if an interim cancellation of the agreement is the direct result of severe illness or calamity, whereby it applies that the IMI may require evidence in the form of a medical



certificate or otherwise. In principle, the medical certificate will be provided by the treating physician and will contain the following information: (i) the identity and capacity of the person providing the certificate, (ii) the identity of the student, (iii) the cause of the inability of this person to participate in the course of study, and (iv) the assumed duration of the disability.

The Director of IMI will confirm if restitution applies by writing a letter or e-mail to the participant. The postmark on the letter or the send date of the e-mail, respectively, will be the date of the decision on restitution.

In case of restitution: All refunds will be made within 14 working days after the date of the decision on restitution.

### **Article 8 Changes regarding lecturers/course managers and/or programme content**

The IMI reserves the right to make changes with regard to the lecturers and/or course managers after having announced their names in publications, advertisements etc. Such changes will not entitle the participant to cancel his/ her enrolment if such an entitlement does not already exist under the conditions of Article 6 of these requirements.

The IMI reserves the right to make interim adjustments to the contents of a training course in order to reflect quality improvements. The latter is subject of the discretion of the IMI. Such changes will not entitle the participant to cancel his/ her enrolment if such an entitlement does not already exist under the conditions of Article 6 of these requirements.

### **Article 9 Unexpected absence**

In the event that an IMI lecturer or trainer is unable to attend a lesson/class/module/course, the IMI will endeavour to find a substitute lecturer or trainer.

If this is not possible, the IMI reserves the right to reschedule the lesson/class/module/course to a date of its choosing. This will not entitle the participant to any restitutions or reduction of the tuition fee.

If a participant is unable to attend a lesson/class/module or exam for any reason whatsoever, this will not entitle him/her to any reduction or restitution of the tuition fee due.

### **Article 10 Copyright owner and property right owner of course materials**

All rights reserved by the International Montessori Institute B.V. (IMI) and the Association Montessori Internationale (AMI).

### **Article 11 Other applicable regulations**

The following regulations apply to participants taking part in a training course. These regulations are also published on the IMI website.

### **Misconduct - Complaints Procedure**

If a participant experiences misconduct, he/she may seek assistance from a confidential counsellor and/or lodge a complaint. In the event of misconduct by a participant, the participant may be subjected to one of the following sanctions: a warning, reprimand or denial of access for a duration of up to one year. The participant will remain under obligation to pay his/her tuition fee.

We refer to our complaints procedure.

### **Article 12 Address changes**

The participant is required to inform the administrative department of the IMI of any address changes in writing or via email, in a timely fashion.

The IMI reserves the right to make changes with regard to the training location after having announced the location in publications, advertisements etc. Such changes will not entitle the participant to cancel his/ her enrolment if such an entitlement does not already exist under the conditions of Article 6 of these requirements.

IMI is not responsible for accommodation or travel costs due to changing the training location at any moment before or during the course.

### **Article 13 Special circumstances**

The participant must report any special circumstances that could hamper his/her study progress to his course manager in a timely fashion.

### **Article 14 Liability**

The IMI is not liable for any loss or theft of or damage to personal belongings incurred within the buildings or grounds where the AMI course is facilitated.

The International Montessori Institutes liability for any imputable failure to (fully) meet its obligations is limited to the tuition fee paid for the programme, training course or master class by the participant.

### **Article 15 Unforeseen circumstances, hardship clause**

The Director of the International Montessori Institute is authorised to take measures in order to compensate for inequities of a serious nature due to the application of these regulations, and take decisions outside the scope of these regulations.

Requests to this end must be submitted to the Director in writing along with the relevant reasons. The Director will then provide the participant with a substantiated decision in writing.

### **Article 16 Complaints**

In the event of a complaint regarding a training course we refer to our complaints procedure.