



# STUDENT CATALOG

AMI 2012-2013 Assistants to Infancy  
Teacher Training Course

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## INTRODUCTION

The Montessori Institute of San Diego directs a course of study for two summers preparing adults to work with children from birth to three years of age according to the Montessori principles. This course leads to the internationally recognized Assistants to Infancy Montessori Diploma of the Association Montessori Internationale.

The curriculum includes topics such as Montessori philosophy, psychology (theory and practice), Anatomy, Physiology, Hygiene, Obstetrics and Nutrition, Music, Art and Spiritual Development as well as observation at homes, hospitals and infant communities. Lectures will focus on early childhood development and a comparative study of the child, family and community. The relationship between Montessori education and current childhood practices is also explored. Final AMI examinations are given by an examining panel selected by AMI and MISD. Students reaching a satisfactory standard at these examinations will be awarded the AMI Assistants to Infancy diploma.

Instruction is in residence, with class sizes limited to 40 students. The course is conducted during two summers: the first summer from June 11 – July 27, 2012 and the second summer from June 10 – July 26, 2013.

All classes at the Montessori Institute of San Diego are given in English. The institution does not require documentation of English language proficiency nor does it provide English as a second language instruction. Please also note that we do not provide lodging or transportation. MISD currently does not have available sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition fees.

Notice concerning international students: Following acceptance, the institution will provide an I-20 form so that international students may obtain an F-1 visa from the US Embassy or Consulate.

Notice concerning transferability of credits and credentials earned at our institution: The transferability of credits you earn at MISD is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the AMI diploma you earn in MISD is also at the complete discretion of the institution to which you may seek to transfer. If the AMI diploma that you earn at this institution is not accepted at the institution you seek to transfer, you may be required to repeat some or all of your coursework at the institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MISD to determine if your AMI diploma will transfer.

Prospective students are encouraged to read the program catalog and review the MISD Fact Sheet prior to signing an enrollment agreement.

**The Montessori Institute of San Diego is a private institution and is approved by the Bureau for Private Postsecondary and Vocational Education.** Institution's approval to operate as a private postsecondary institution in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009 (California Education Code, Title 3, Division 10, Part 59, Chapter 8), which is effective January 1, 2010.

Institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, nor filed a petition within the preceding five years. Institution has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

All information in the content of this school handbook (catalog) is current and correct, and is so certified as true by Silvia C. Dubovoy Ph.D., Director of Training

This handbook is updated annually.

## **ADMISSION REQUIREMENTS**

The Montessori Institute of San Diego does not discriminate on the basis of gender, race, color or ethnic origin. All qualified students are afforded the rights, privileges, programs and activities generally accorded or made available to any student at the Center.

A bachelor's degree in any field of study is required, although the Course Director may make exceptions to this requirement under special circumstances. Applicants must demonstrate personal suitability for training that needs emotional maturity, integrity of character, intellectual creativity and the aptitude for psychological insight and understanding. A minimum of a high school diploma (or GED) is also required.

Prospective enrollees are encouraged to visit the physical facilities of the school, and to discuss personal education and occupational plans with school personnel prior to enrolling.

The applicant must provide transcripts of college records, two recent photographs and a completed application form. An application fee must accompany a submitted application. A personal interview may be required during the application process. Applications will be reviewed on a rolling basis until enrollment has reached capacity, at which time a waiting list would be established. If enrollment does not reach quorum, as defined by the Director, the course will not be given.

MISD has not entered into a transfer agreement with any other college or university. However, if a student has taken a portion of this course at another AMI training center, the Director will consider counting that work toward a diploma earned through this institution. Here is the process: The former institution will report to MISD about how many hours of coursework have been completed. MISD will then compare those hours to the total number of hours required per the AMI Requirements for Certification, and will pro-rate the remaining tuition based on MISD's current fee structure. The former institution will also provide us with a list of which course aspects have been completed (written exams, albums checked, observation hours, etc.), and any outstanding elements of the course will need to be finished in order for the student to sit for oral exams.

## **REQUIREMENTS FOR GRADUATION**

The Diploma of the Association Montessori Internationale is granted upon satisfactory completion of the course requirements as follows:

- 90 percent attendance of lectures, observation work and practical sessions with materials.
- personally prepared reference albums containing illustrated notes on demonstrations and lectures
- assigned material-making projects
- successful practice-teaching as scheduled in A.M.I. classes
- assigned written reports
- passing grades on both written and on oral examinations conducted by Examiners of the Association Montessori Internationale

Admission to the training course does not guarantee certification. All students are given progress conferences at the end of the first summer. Students not fulfilling any part of the course, or any part of the course examination, must retake that part the following year, at a location where the course is offered, after complying with recommendations made by the A.M.I. Board of Examiners. The examination may only be taken twice.

*Student files and records will be kept in the school office for no less than 5 years, and will be available to students on request.*

## COURSE OF STUDY

<ul style="list-style-type: none"> <li>➤ Psychology and Philosophy of the Montessori Method</li> <li>➤ History of Education - Education Theories</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development I</li> <li>➤ Early Childhood Education</li> <li>➤ Human Relations and Self Awareness in Young Children</li> <li>➤ The Study of Child, Family and Community</li> <li>➤ Anatomy, Physiology, Hygiene, Obstetrics and Nutrition</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Child Growth and Development II</li> <li>➤ Child Neuropsychiatry</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Creating Healthy, Safe Environments for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Infants</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Developmentally Appropriate Practices for Toddlers</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Working with Parents and Families of Young Children</li> <li>➤ Parent Education, Techniques and Family Development</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Field Experience</li> </ul>	3 units
<ul style="list-style-type: none"> <li>➤ Supervised Practice with Montessori Material</li> <li>➤ Material Making</li> </ul>	3 units

Total: 30 Semester Units

30 Semester Units is equal to approximately 900 hours.

*The Montessori Institute of San Diego is non-departmental in structure and curriculum and does not employ standard departmental subject divisions in the recording of credits. We supply a division of credits into traditional categories in response to specific inquiries, but it is to be understood that any such division is approximate, given the integrated nature of the curriculum.*

## FACILITIES

The Assistants to Infancy Summer Program will be held at the Montessori Institute of San Diego located at 8745 La Jolla Scenic Drive North, La Jolla, CA 92037.

The Montessori Institute of San Diego is comprised of the following available space and facilities in the La Jolla location:

- Approximately 10,000 square feet
- Reception Area and Administrative Offices
  - Director's Office
  - Assistant Director's Office
  - Staff Restroom
  - Filing Room
  - Conference Room
  - Staff Kitchen/Lounge
  - Bookkeeping Office
- Two Model Classrooms
  - Primary Model Classroom
  - A-I Model Classroom
- Two Lecture Rooms
  - Primary Lecture Room
  - A-I Lecture Room
- Student Workroom
- Student Kitchen/Lounge
- Two Student Restrooms
- Storage Room
- Front Parking Lot – *for staff use only*
  - Students are welcome to use the Congregation Beth El parking lot off Gilman Drive or park on the street on La Jolla Scenic Drive North

This institution with the facilities it occupies and the equipment it utilizes fully complies with any and all Federal, State and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

## LIBRARY

There are bookshelves containing resources available for students to check out in both the Administrative office and the Director of Training's office.

## HOUSING

If a student is interested, MISD will offer suggestions/options for student housing. The average housing cost in the La Jolla/San Diego area is \$1,000 – \$2,500 per month.

## FACULTY

### **Dr. Silvia C. Dubovoy**

#### *Director of Training*

Dr. Dubovoy is a 0-6 level trainer, lecturer, consultant, and examiner for the Association Montessori Internationale worldwide. She has been involved in Montessori education since 1965, as a parent, board member and coordinator of her children's school. Dr. Dubovoy holds a Bachelor of Arts in psychology, a Master's in Psychological Research and Intervention, and a Ph.D. in Psychology from the University of Barcelona. She also has the AMI Primary, AMI Special Education, and AMI Assistants to Infancy Diplomas. Dr. Dubovoy was a Board member of AMI, headquartered in Amsterdam, since 1982 to April, 2010. She is a member of the AMI Scientific Pedagogic Group, the AMI Research Group and one of the AMI representatives to the United Nations. As a psychologist she studied and worked with Dr. Carl R. Rogers a humanistic psychologist. She is a Lead Clinical Faculty at University of San Diego and an Associate Professor at Loyola University in Maryland.

### **Chelsea Swenson**

#### *Course Administrator*

Chelsea joined the MISD administrative team in August 2011 and serves as the training center administrator. Chelsea spent the early years of her professional life working as a graphic designer in New York City. After moving to San Diego, she began exploring the idea of becoming a Montessori guide and received her AMI Primary Diploma from the Montessori Institute of San Diego in 2009. She also holds a Bachelor of Fine Arts from James Madison University in Virginia and a Master of Education in Montessori education from Loyola University in Maryland.

### **Nasreen Yazdani**

#### *USD Program Coordinator*

Ms Yazdani has been working as the Program Coordinator for MISD's M.Ed. program at the University of San Diego since March, 2010. She has a B.A. in Comparative Religion from Smith College and Master of Education from Loyola University Maryland. She earned her AMI Primary Diploma from the Montessori Institute of San Diego in 2009.

## INFORMATION, SCHEDULE AND STATEMENT OF CONDITIONS

**FIRST SUMMER:** June 11 - July 27, 2012

Montessori Theory: A study of Montessori Philosophy and Psycho-Pedagogy, following the child's natural development. We will focus on the child from prenatal birth to age three.

Obstetrics: Anatomy and physiology of the reproductive systems, conception, fetal development, birth, and the eight weeks following birth (*puerperium*).

Nutrition: Anatomy and physiology of the digestive system, breast-feeding, weaning, basic nutrition and preparation of food for young children.

Hygiene: Maternal hygiene; the characteristics of full term, premature and post mature newborns; assessment at birth, diseases during the first year, immunizations, health issues.

Environment: Will include both at home or in child care from birth to three years. Study of the appropriate and supportive environment, both at home and in a child care setting for infants and toddlers, and its adaptation to the child's progressive changing needs.

Observation: The skills of observation through practical training and direct observation of children.

A total of 250 Hours\* of observation are required as follows:

1) Birth to 8 weeks:	30 hours
2) 8 weeks to 1 year:	110 hours*
3) 1 year to 3 years:	110 hours*
a) In a home minimum	40 hours
b) In a community minimum	40 hours

*\* 50 hours of guided observation are provided, each summer at the institute, as part of the course.*

Reference Albums: Preparing of personal textbooks for the different topics.

Practical Sessions: Supervised preparation of hand-made required developmental materials.  
Preparation of the internal and external pregnancy chart and the birth to twelve months psychomotor development time line.

Practice Teaching: Each student shall work with children in an Infant Community, and be visited for support and evaluation by a course staff member, at least once. This may be done by returning to the training center to work, or by being visited at one's own location. Travel and lodging expenses are the student's responsibility. Practice teaching arrangements need to be discussed with the Director of Training.

At the end of the first summer and internal written examination and an oral personal assessment will be given. The results must be satisfactory in order to be admitted to the second summer.



**SECOND SUMMER:** June 10 – July 24, 2013

Child Neuropsychiatry: The history of child Neuropsychiatry; issues applicable to the first three years of life, with an emphasis on family importance in human psychological development; review of minor pathologies.

Environment: The environment for children from 12 to 36 months in an Infant Community (an out-of-home setting), appropriate materials and activities.

Practicum Evaluation: Work in the on-site Infant Community, supported and evaluated by a course staff member.

Reference Albums: Continue with preparation of the reference albums for the new topics.

Practical Sessions:           Developmental Materials for children ages 1 to 3  
  Psycho-motor development time line from 12 to 36 months

Written Exams: Two three-hour written examination papers.

Oral Exams: An oral examination with an AM I external examiner and training staff.

AMI Diploma:

All requested material and five completed albums are to be handed in for final evaluation as arranged by the Director. These albums must meet the required standards set by the Director before the student can be allowed to take the written and oral examinations.

## GRADING

AMI certificate programs do not issue grades for coursework; however, if a student is participating in a partner graduate program grades will be issued according to the graduate institution's conventions. This is the grading system that is used for Loyola University Maryland:

A	<i>Excellent</i>	High achievement and indicates intellectual initiative beyond the objectives of the course
B	<i>Good</i>	Good work that meets the objective for the course and intellectual command expected of a graduate student
C	<i>Unsatisfactory</i>	Denotes work of inferior quality, compared to the objectives of the course. It is the lowest passing grade.
F	<i>Failure</i>	Academic dismissal
W	<i>Withdrawn</i>	Authorized departure from the course without completion. It does not enter into the grade point average calculation
I	<i>Incomplete</i>	Students may not graduate with a grade of 'I' in any course of their record.
GL	<i>Grade Later</i>	Denotes the first semester is completed in a two semester course for which a full year grade is issued.
NG	<i>No Grade</i>	Denotes grade to be submitted later or a course for which no credit or grade is given
P	<i>Pass</i>	Satisfactory work, a 'B' or better, in an ungraded mark course

Additional suffixes of (+) and (-) may be attached to passing grades to more sharply define the academic achievement of a student. In calculating a student's quality point average (QPA) on a per credit basis: A=4.000; A- = 3.670; B+ = 3.330; B = 3.000; B- = 2.670; C = 2.000; F - 0.000. The QPA is computed by multiplying the grade points for each course, times the number of credits for that course, summing these points and dividing by the total credits taken.

### Final Written Examinations:

Two three-hour written exams will be scheduled at the end of the second summer. Students select 4 out of 7 questions offered on each examination. A passing grade of 50 points is required on each examination.

### Final Oral Examination:

At the end of the second summer each student is required to demonstrate his/her knowledge, during an oral examination before an external examiner from the Association Montessori Internationale and the Director of Training.

### Make-Up and Retake of Work or Examinations:

Students not satisfactorily completing any portion of the coursework must make special arrangements for its completion with the director. **There are extra charges for review of late work and for re-sitting the exams.**

Students failing any portion of the final written or oral examinations may retake that (those) part(s) of the examinations the following year at any certified AMI Training Center offering the appropriate level of training during their regularly scheduled examination periods. Additional practice, written work and/ or attendance at lectures may be required as a prerequisite for retaking the examination(s). The written and oral examinations may only be taken twice.

Each student will be notified by letter the results of the examination. The decision of the AMI examiners is final. Students must complete the course with the grade of "pass," both in the written examinations and the international oral examination held in August of the Second Summer, in order to graduate and be granted the AMI international Assistants to Infancy Diploma by the Association Montessori Internationale.

The Diploma will be awarded by the Association Montessori Internationale to those students who have satisfied the AMI examiners in each of the above requisites. The diploma must bear the signatures of the Director-General and the Chairman of the Association Montessori Internationale, and be signed by the Director of the Training Program. The AMI diploma certifies that the person has successfully completed the Assistants to Infancy Montessori Training Course and is, therefore, qualified to apply the Montessori Method with children from birth to three years of age, and be employed as a Montessori Assistant to Infancy Teacher.

## **GRADUATE PROGRAM PARTNERSHIPS**

### Loyola College in Maryland / AMI Institute

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional course work (9 credits) must be done in residence at Loyola College in Maryland. Loyola has designed a special intense summer session for Montessori Graduate Students who are completing their course of study. Graduates receive both the internationally recognized AMI Diploma from the Montessori Institute of San Diego and the Master of Education (M.Ed.) degree from Loyola University in Maryland. Applicants seeking admission to the Degree Program in Montessori Education must have completed a BA degree from an accredited college or university.

### University of San Diego/MISD

Students admitted to this graduate program may take their Montessori coursework at the Montessori Institute of San Diego. Additional coursework (12 credits) must be done during 13 ½ months at the USD campus during the Montessori program. You may access this program through their website: [www.sandiego.edu/graduate/soles](http://www.sandiego.edu/graduate/soles).

## **GUIDELINES FOR ACADEMIC STANDARDS, BEHAVIOR AND ATTITUDES**

The following guidelines are set forth in bringing the student's work in the course to the level required for the AMI examination and in order for them to be prepared for the task of assisting children in their development. Due to the special nature of this course and its instruction, its intensity and the importance of continuity, no credit towards completion is granted for previous experience or training.

### Attendance

Attendance is required at all lectures, demonstrations, practice and observations sessions as scheduled. Attendance will be taken at all lectures, supervised practice, laboratory and independent practice classes. Attendance records are also kept on students outside observations and student teaching practice.

Any absences from the course must have the approval of the Director. In the event of extended absence due to medical reasons, each individual case will be reviewed by the Director. Students must arrange with individual instructors to make up work missed due to excused absence.

The work of the course is condensed to a tight schedule, so absences will be difficult to make up, and would therefore affect academic and practical performance.

Students failing to maintain at least 90 percent attendance will be notified by the administrator. If attendance fails to improve, the administrator, acting at her discretion, may dismiss a student for unsatisfactory attendance. Three absences will be grounds for dismissal of that student from the course.

### Re-enrollment Policy for Students Terminated Due to Absence /Make-up for Work Missed

A student who has been terminated from the course may re-enroll to continue the course; for lectures missed during the time he/she did not have sufficient attendance, to receive special tutoring by a trained staff member, or to attend selected units or lectures during the subsequent course. An additional fee will be charged. Re-enrollment is at the discretion of the course director.

### Quality of Work

Work at college level is expected. Progress conferences are held during the first and second summers by the Director of the course. Any student not performing at the standards expected may be asked to withdraw from the course. Students may be asked to discontinue the training course for medical, psychological, academic or other cogent reasons. Students are expected to abide by the conditions laid down for taking the course and any arrangements made for their training during the course.

### Commitment of Time

Since it will be to your advantage, it is suggested you keep your outside activities and part-time work to a minimum. The greater commitment you can make to the work of the course the better your ability will be to prepare yourself for the AM examinations, and for the work that you will carry out in the future. Characteristics of behavior and qualities of personality will be taken into account and related observations will be discussed with you throughout the course.

### General Attitudes

A professional and positive attitude must be maintained at all times. This is in fairness to yourself, the children and their parents with whom you will be in contact during the course. Please feel free to discuss your opinions with the director.

### Ethical Conduct

The Montessori Institute affirms the dignity and worth of every person, and values the contribution each makes to the learning community. Mutual respect of individuals is expected at all times. In order that a productive work environment exist, verbal or physical conduct by any staff member and student which harasses, disrupts or interferes with another's work performance, or which creates an intimidating, offensive or hostile environment, will not be permitted. All Board members, staff and students are expected to be conscious of their personal conduct and how it reflects on the integrity of the Montessori Institute, taking care not to exhibit any conduct that may have an adverse effect on it. Discipline of staff members and students for inappropriate behavior is imposed in a fair and consistent manner.

### Dismissal

At the discretion of the Director, a student may be dismissed from school due to behavior: creating a safety hazard to other persons at school or showing disrespectful behavior toward students or faculty members.

### Manner of Dress

You are required to dress in a **professional manner** at the University of San Diego, at the MISD Institute and at all homes, hospitals and schools during observation and practice teaching periods. Montessori work requires you bend in many different positions and therefore necessitates clothes that prevent excessive exposure of the body, such as shorts, low cut blouses and low waist cut trousers. Each student will take personal responsibility for maintaining an appropriate appearance and manner.

### Drugs and Intoxicating Beverages

Drugs and intoxicating beverages are completely forbidden and will not be tolerated under any circumstances while attending the Montessori Institute. This also applies to any center activity. No exception will be made to this rule except drugs taken under medical prescription. Further, any prescribed drugs must be kept out of reach of children attending classes.

*Eating or drinking will not be allowed in the prepared environment, children's classes or the lecture halls of the center.*

*No smoking is allowed on the school premises.*

### Examination and Results

Association Montessori Internationale standards and goals for teacher trainees are set very high, albums and materials compiled by the trainee will be critically evaluated by the AMI examiners.

## **GRIEVANCE PROCEDURE**

A grievance is defined as a written statement which alleges a specific violation of procedures, rules or regulations infringing on the personal and professional rights of the grievant. An informal meeting may reach a resolution to solve the problem. An informal request for a meeting to resolve the problem must be filed, and a meeting must be held, before a grievance can be filed formally. If no decision is reached, or if an appeal is requested, the following procedure must be followed:

A **formal hearing** will require an appeal letter to the Director of Training, giving a factual statement or evaluation of a problematic area. The letter must specifically name the person or persons to whom the grievance is directed, and the procedures, rules or regulations which are the basis for the grievance.

A **response** from the Director of Training must be forthcoming by personal delivery or Certified Mail within 10 days. The response must name the place, date, time and individuals who may be present. The hearing must be held within 30 days. One member of the advisory board or the designee of the advisory board shall be a member of the hearing board. The Director or a designee shall also be a member of the hearing board. The Director of Training or a designee shall be present, along with any witness whose testimony is to be considered.

The **formal hearing** will be governed by procedures set by the advisory board and administered by the Director of Training or a designee. Robert's Rules of Order will be used. Each meeting will be taped to provide a record of the hearing and the tape will be kept in the office of the Director of Training until 30 days following the completion of the appeal process.

If the decision reached at the formal hearing is not acceptable to the grievant, the grievant shall file a written request for appeal with the Director of Training within 10 days and request that all materials then be sent to the governing board for a final decision. A final decision will be reached within 30 days.

If, for any reason, the preceding process is not followed by the grievant, the grievance will be considered void, the case will be closed, and all information will be sent to the governing board for filing.

The Director of Training and staff of the Montessori Institute of San Diego will give all possible assistance to all students enrolled in the course.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), 888-370-7589 or by fax [916-263-1897](tel:916-263-1897).

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## STUDENT INFORMATION

### Non-Discrimination Policy

The Montessori Institute of San Diego does not discriminate on the basis of sex, race, color, age, or national or ethnic origin in its admission policies, educational policies, or any other Training Center-administered program.

### Course Fees and Payment Schedule

Course fees of \$9,400.00 are payable as follows:

- |    |             |   |
|----|-------------|---|
| 1) | \$ 100.00   | application fee to be submitted with application (non refundable) |
| 2) | \$ 1,100.00 | tuition to be paid upon acceptance into course                    |
| 3) | \$ 4,500.00 | first summer, due on or before June 11, 2012                      |
| 4) | \$ 3,700.00 | second summer, due on or before June 10, 2013                     |

Total tuition: \$9,400.00

Students should also budget approximately \$650.00 for textbooks, album preparation and material-making, all of which will be retained by the student as personal property for their future work.

*\*A \$65-85 AMI/USA membership fee is included with your deposit and will be paid on your behalf each year you're enrolled in the course.*

**N.B.** The Montessori Institute may retain up to \$100.00 if the Enrollment Agreement is not canceled before midnight of the first class session, or the seventh day after enrollment, whichever is later. Reimbursement related to later course withdrawal will be prorated.

### Dropout or Leave of Absence Policy

Students who drop out or ask for a leave of absence may attend the following year to fulfill needed classes and take the examination. This applies only to the year following dropout or absence; after that the student would be required to reapply and retake the full course. (This does not apply to the present summer course, because no subsequent course is planned).

### Student Records

The institution shall maintain current records for a period of **not less** than five years.

### Job Opportunities

The Institute receives many job offerings and this information is made available to the trainees. Job placement information is also available through communication with the Montessori community, addresses of which are also made available to trainees. It should be noted that AMI Montessori certified personnel continue to be in great demand world-wide.

No specific job placement assistance is offered through the Institute.

## NOTICE OF STUDENT'S RIGHT TO CANCEL CONTRACT

Institutions shall refund 100% of the amount paid for institutional charges, less an application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or seventh class day after the enrollment, whichever is later.

The institution shall provide the student with two cancellation forms at the first class attended by the student. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

After the end of the cancellation period you also have the right to stop training at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the enrollment agreement. If you have lost your enrollment agreement, ask the school for a copy of the refund policy.

The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

Student shall pay or credit refunds within 30 days of a student's cancellation or withdrawal.

If the training center closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education, at the address and telephone number printed below, for information:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833  
Telephone: (888) 370-7589  
[www.bppe.ca.gov](http://www.bppe.ca.gov)



## STUDENT TUITION RECOVERY FUND

MISD will pay on your behalf the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program; and
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989.

**STUDENT ACKNOWLEDGEMENT  
OF HANDBOOK CONTENT**

I, \_\_\_\_\_, do hereby acknowledge that I have read the MISD Student Handbook 2012-2013 in its entirety and agree to follow all guidelines and procedures to the best of my ability. I understand that following three warnings concerning breaches of conduct, set forth in the 'Behavior & Attitudes' section of this handbook, will result in a mandatory meeting with the Director of Training to review my commitment to completing the 2012-2013 Primary Training Course. I understand that continual breaches of conduct could lead to my dismissal from the Montessori Institute of San Diego.

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

\_\_\_\_\_  
Date