Application and Interview Process
Submit a complete application. This includes:

- Completed Application for Admission
- $100 non-refundable application fee (check or money order only)
- Official transcript (or evaluation report for foreign educational credential) in the sealed issuing envelope
- Three reference forms or letters of recommendation (can be emailed to Institute@SetonMontessori.org)

Upon review of the complete application and materials, the Academic Director will contact the applicant to schedule an interview. Non-native English speakers must have a solid command of the English language (equivalent of a TOEFL score of 72 or higher).

Educational Qualifications
A high school diploma (or equivalent) is required but a bachelor’s degree is strongly preferred. Candidates should check with their local state officials and practicum site administration to verify requirements for lead teachers. For complete information on qualifications and credentials see the current student catalog.

Application Deadlines
Spring Cohort: March 2, 2020; Summer Cohort: May 1, 2020
Note: A $200 late enrollment fee applies to all applications processed after the published deadline.

Academics (Class sessions are 8:30 am – 5:00 pm)

Orientation Seminar and Independent Study Assignments
Upon admission to the course, the new student is offered a choice of pre-selected dates for attending their one-day Orientation Seminar. At this introductory day of course academics, an overview of all course assignments and practicum requirements takes place. Also during this seminar, students participate in collaborative activities designed to help them embark upon their very first assignments together. Between the Orientation Seminar and the opening of the full Spring or Summer Beginning Academics session, each student is expected to continue work on independent study assignments, in order to submit them as scheduled. Entering students must attend an Orientation Seminar prior to the first day of Beginning Academics.

Beginning Academics
Spring 2020 Cohort Dates
April 24, 25, 26 (F-Su)
May 1, 2, 3 (F-Su)
May 7, 8, 9 (Th-Sa)
June 29-July 24 (M-F)*
*No class July 3rd

Summer 2020 Cohort Dates
June 16-June 19 (T- F)
June 22 - July 24* (M-F)
*No class July 3rd

Continued Academic Seminars
October 9 - 14, 2020
November 13 - 16, 2020
March 26 – 29, 2021

Post Graduate Seminar
November 13-14, 2021
(Course requirements must be completed by August 31, 2022.)
**Practicum**
A standard student teaching practicum consists of a minimum of nine consecutive months and 540 classroom hours working under a certified supervising teacher at a Montessori school selected by the student teacher and approved by the Practicum Coordinator. The environment needs to provide a full complement of appropriate Montessori materials and serve the age range of the certification. Practicum may not precede completion of prescribed academics.

A self-directed practicum is sometimes arranged when a qualified supervising teacher is not available. Approval of this two-year commitment is based on a review of the needs of the situation, giving consideration to the candidate’s prior qualifications, a written request from the head of school, and the design of an alternate program of support for the candidate. There is an additional $1,250 fee and limited spaces for self-directed practicums are available.

**Early Childhood Course Tuition Information**
**Total Tuition and Fees:** $7,556
$7,150 Tuition plus $406 Certification/Membership Fees (MACTE Fee: $171; AMS Adult Learner Fee: $235). The additional fee for a Self-Directed Practicum will be billed as necessary.

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<thead>
<tr>
<th>Payment Schedule:</th>
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<tbody>
<tr>
<td>Application Fee</td>
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<tr>
<td>Initial Payment</td>
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**Balance of Tuition (choose one plan):**

<table>
<thead>
<tr>
<th>Plan 1</th>
<th>One payment of $4,650 due prior to academics</th>
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<tr>
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<td>(April 17, 2020 for Spring Cohort or June 9, 2020 for Summer Cohort)</td>
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<tr>
<th>Plan 2</th>
<th>Three installments of $1,550 due:</th>
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<tr>
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<td>• Prior to Academics - April 17, 2020 for Spring Cohort; June 9, 2020 for Summer Cohort</td>
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<td>• July 1, 2020</td>
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<td>• October 1, 2020</td>
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**Refund Policy**
The $100 application fee is non-refundable. Written notification of withdrawal must be submitted to receive a refund of prepaid tuition. See full refund policy in the Early Childhood Teacher Preparation Course Catalog.

**Notes:**
1. Tuition payments received more than five business days after the payment due date, will result in a $25 late payment fee. Checks returned for any reason will result in a $25 returned check fee.
2. Practicum Visits to sites in the continental United States over 150 miles from Seton Montessori Institute require a travel expense fee of $250 per visit. This is non-refundable and due prior to the visit.
3. Checks or money orders are accepted for all payments. Cash and credit cards are not accepted.