

**Washington Montessori Secondary Teacher Education Program (WMSTEP)
Application for Admission
Summer 2008**

240 Litchfield Turnpike
New Preston, CT, 06777
1-860-868-0551
www.washingtonmontessori.org

PERSONAL INFORMATION:

Last Name	First Name	Middle Initial	Date of Birth
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Preferred First Name	Maiden Name	Social Security #
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Street Address	City	State	Zip	Country
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Day Phone Number	Evening Phone Number	Cell Phone Number
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Email address	Citizenship	Marital Status
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Children and ages

EDUCATIONAL BACKGROUND:

High School	Graduation Date	City, State	Diploma
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College	Graduation Date	Major	Degree
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Graduate School	Graduation Date	Field of Study	Degree
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Montessori Credentials	Location	Certification
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Other Credentials	Location	Certification
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TEACHING EXPERIENCE:

School	Position	From	To
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School	Position	From	To
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EMPLOYMENT BACKGROUND:

Present Employer	Position	From	To
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Previous Employer	Position	From	To
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RECOMMENDATION LETTERS:

(Please provide two current letters of recommendation from professional colleagues and one personal recommendation.)

Name	Position/Title	Relationship to Applicant
1 _____		
2 _____		
3 _____		

PRACTICUM PHASE:

Please indicate if you have made arrangements for a Practicum Site? Yes No

Practicum School Name	Address	City	State	Zip
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Phone #	Fax #	School Administrator	Email address
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School Affiliation: AMS AMI Other _____

If you do not have a practicum site, please indicate a preferred location: _____

TUITION AND FEES:

Tuition payment of \$7500.00 is due in full before the program begins. Student housing and travel expenses are the responsibility of the student. Housing and travel expenses for the WMSTEP staff practicum visits are the responsibility of the student.

- NON-REFUNDABLE APPLICATION FEE of \$500.00.** Please submit this payment with the application.
- Remaining tuition of \$7000.00 is due before classes begin.
- WMSTEP staff practicum visit costs are due at the time of the visit. Housing and transportation will be mutually agreed upon and a check or credit card payment will be due to WMSTEP at the time of the visit.

Methods of Payment in US \$

Check (Please make check payable to WMS and please note WMSTEP in memo field)

Credit Card: Please charge \$_____ to my Visa Mastercard

Cardholder _____ Card Number _____

Billing Address _____ Expiration Date _____

City/State/Zip _____ Authorized Signature _____

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ENCLOSE WITH THIS APPLICATION:

Application must be postmarked one month before program begins:

- \$500.00 NON-REFUNDABLE APPLICATION FEE. Please include this fee with the application.
- Personal Statement: Please include a typewritten statement of no more than 350 words presenting your reasons for pursuing a Montessori Secondary (12-15 yrs old) certification.
- A copy of your teaching certification or license.
- One official transcript from your most recent educational institution.
- Three current letters of recommendation (2 professional and 1 personal)

It is the responsibility of the student to SEND ALL of the above listed information and this application to:

**WMSTEP
C/O Washington Montessori School
240 Litchfield Turnpike
New Preston, CT 06777**

My signature below signifies that I have read and understand all aspects of this application and do recognize my legal responsibilities in regard to this agreement. I understand that this agreement is not binding until it is accepted by the WMSTEP Director.

APPLICANT'S SIGNATURE: _____ DATE _____

WMSTEP DIRECTOR: _____ DATE _____

DISCLAIMERS AND POLICIES:

ATTENDANCE POLICY: All students enrolled in the WMSTEP program must attend all summer classes and two weekends scheduled during the year. Attendance is mandatory. A student will be excused only in case of illness, death or birth in the immediate family. Missed class time must be made up.

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

REFUND POLICY: If a student withdraws from the program one month prior to the program starting date, 100% of the paid tuition, \$7000.00, (less the processing fee on credit card transactions) will be refunded. The \$500.00 application fee is non-refundable. If a student withdraws after the program begins, refunds will be computed from the date of official withdrawal, not from the date the student ceases attending classes. The student is required to withdraw officially by writing a letter of intent to the WMSTEP Director.

Washington Montessori School is a Not-For-Profit educational institution.

WMSTEP accepts students of any race, sex, color, national, ethnic and religious origin and guarantees all rights, privileges, and activities generally accorded or made available to students.

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

CANCELLATION OF APPLICATION NOTICE: The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to WMSTEP, 240 Litchfield Turnpike, New Preston, CT 06777 within three (3) business days after the date of signature on this application.