



Diploma Course Application Form

Please read carefully through the whole of this form before filling it in. Do write clearly in black ink using block capital letters and tick the appropriate boxes where indicated. When you have completed the form, please ensure you have signed the declaration and return with the items listed on the last page to the following: courseadministrator@montessoristudycentre.com or Montessori Study Centre, Plot 9A (formerly 16A) Daniyan Natalia Street, Lekki Phase 1, Lagos State.

Title: Mr Mrs Miss Ms

Surname: Other Names:

I would like to register for the 30 June 2021 – 28 October 2023 modular AMI 3-6 Montessori Diploma Course.

Your Personal Details

Date of birth: No/ages of children (if any):

Nationality:

Languages spoken:.....
(All students must have good spoken and written English)

Current Address:
.....

Phone Number:.....

Email Address:

Your Education

Please state your highest educational qualification (and/or level of education achieved), the subjects you studied, with place/date of examination, and enclose copies of appropriate documentation.

.....

Your Employment/Work Experience

Please give details of any previous teaching experience or other relevant experience:

.....

.....



Your Health

This is an intensive course that requires the participant to be in good physical and mental health and to be in contact with children. Please confirm below that you are in good health and that you are physically and mentally able to undertake this course.

DECLARATION:

The Course Fee

The application fee is N10,000 per participant. This must be submitted with the application form. The course fee is N1,300,000 per participant. The tuition fee must be paid up before the commencement of the course.

Discounts on course fee:

- FMEN Individual members to apply a 5% discount (Please quote your membership number).
- Schools that send in three participants, apply a 5% discount.

The examination fee payable at the beginning of the last module is N200,000.

Your Payment

Application Fee

I have used the following payment method.

Cheque

I enclose a cheque made out to 'Montessori Study Centre Limited'

Cheque Number:

Drawn on (Name of bank):

Bank Transfer

Account Name: Montessori Study Centre Limited

Account Number: 0464246085

Bank: GTBank Plc

Reference: Please include your name and 3to6Diploma

Amount Transferred:

Depositor's Name:

Date of Payment:

FMEN Membership Number:



Some Further Requirements

- Please attach two passport sized photographs.
- Please attach two character references, one of which should be written by someone in a professional capacity who has known you well for at least two years.
- Please provide the details of your referees below:

Referee 1 - Name: Relationship:

Email address:

Referee 2 - Name: Relationship:

Email address:

- Please attach an essay of approximately 500 words touching on the following:
 - Why do you want to take the Montessori 3-6 Diploma training?
 - What special qualifications do you bring to this work?
 - How do you intend to use your training?

Admission Process

Upon receipt of all the required documents, an interview will be arranged between you, the applicant, and the Director of Training. This will be done in a format that is suitable for you and the Director of Training. Examples are Zoom, Skype, Whatsapp Call or any other agreed format.

Your Checklist

I have enclosed the following with this application:

- | | |
|----------------------------------|--------------------------|
| Application Fee/Proof of Payment | <input type="checkbox"/> |
| Two Passport Sized Photographs | <input type="checkbox"/> |
| Two Character References | <input type="checkbox"/> |
| Essay | <input type="checkbox"/> |
| Copies of Educational Documents | <input type="checkbox"/> |
| Additional information | <input type="checkbox"/> |



Terms and Conditions

1. *The Application fee is non-refundable and non-transferable.*
2. *Acceptance on to the Course and payment of the tuition fee forms a binding contract between the prospective student and the Montessori Study Centre (MSC) subject to these terms and conditions, from which time the student agrees to pay the entire course fees irrespective of whether they complete the Course or not.*
3. ***Diploma course fees cannot be refunded or transferred under any circumstances.***
4. *90% attendance is required in order to be eligible for the award of a Diploma.*
5. *MSC reserves the right to ask a student to discontinue the course for medical, psychological, academic or other pertinent reasons.*
6. *MSC reserves the right to suspend from continued attendance any student whose attendance or conduct is unacceptable. As it is not possible to reallocate the place on the Course, no refund of fees will be made if the Course fees have been paid in full.*
7. *MSC takes no responsibility for the loss or damage of any personal belongings.*
8. *Copyright in all materials provided by MSC belongs to MSC or its associated bodies. All materials are provided for personal use of the individual student only and are not to be copied, circulated or included in other material or published in any form.*
9. *Students are expected to abide by the conditions laid down for taking the Course and any arrangements made for their training during the Course.*
10. *MSC will forward to each student the details of the course and advice on how to prepare for and get the best out of the course on payment of the course fee.*

DECLARATION

I have read and agree to the Terms and Conditions laid out above.

Student

Name: (Please print).....

Student Signature: Date:

Lastly.....

How did you hear about this Course?

- Advertisement Word of Mouth Other:.....



**Montessori
Study
Centre**

Diploma Course *Enrolment Form*

Additional Information
