



Montessori Training Centre of British Columbia

#200 – 8555 Cambie Street, Vancouver, BC V6P 3J9

Phone: 604-261-0864 Fax: 604-261-2805 Email: info@mtcbc-ami.org Web: www.mtcbc-ami.org

MONTESSORI ELEMENTARY COURSE

ADMISSIONS POLICY

If an applicant fails to meet the minimum admission requirements, they cannot be waived by either the institution or the student.

1. One must be 19 years of age by graduation and have Grade 12 or Mature Student Status (19 years of age or older).
2. The educational standard for the course is a Bachelor's Degree. One must have completed a Bachelor's Degree or have completed 90 credits or the equivalent towards a Bachelor's Degree
3. One must have completed the AMI Primary Diploma or the AMI Foundations Course prior to beginning the Elementary Course.
4. Those students who have English as a second language and who have not completed courses given in English at a Post-secondary institution, must provide results of an IELTS Academic test with a minimum result of 6.0, a TOEFL test of 220 with computer based testing or 83 with internet based testing or equivalent as determined by the Montessori Training Centre of BC.
5. The applicant must provide two references.
6. The applicant must provide a Criminal Record Check.
7. The applicant must provide a Health Certificate.
8. The applicant will have an Interview with a representative of the MTC of BC in person, by telephone or by Skype.

Transfer of Credit

Transfer of Credit is possible only if the student has studied at another AMI training centre. The transfer must be arranged through communication between one Director of Training with the other.

Prior Learning Credit

Credit towards course content is not given for prior learning.

ATTENDANCE POLICY (Included in the Student Handbook)

Records are kept by the MTC of BC of each student's attendance including tardiness and absences for lectures and supervised practice sessions.

Students are allowed no more than a total of 10% absenteeism for lectures and reading seminars.

Supervised practice sessions require attendance as scheduled.

Observation: 90 hours – attendance is documented on a sign-up sheet signed by the supervising guide.

Practicum: 120 hours – attendance is documented on a sign-up sheet signed by supervising guides.

Missed days must be made up.

GRADES APPEAL POLICY

The Montessori Training Centre of BC outlines clearly the criteria for grades in the Student Handbook which is given to the students on Registration Day.

If a student wishes to discuss a grade with the Director of Training, the training centre has an Open Door policy. The student is encouraged to make an appointment with the Director of Training to discuss the grade and the reasons why it is lower than expected.

The Director of Training will make every effort to clarify the grade with the student.

In the event the student wishes to appeal the grade of:

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- a) Written Paper A or Written Paper B: The Director of Training can at his discretion ask another AMI Director of Training to read and grade the paper. The Director of Training of the MTC of BC will review the second grade and will decide on the final grade to be assigned to the exam. The decision of the Director of Training of the MTC of BC is final.
- b) Oral Exam: The Director of Training can at his discretion decide to discuss the grade with the AMI Examiners who examined the student to determine the reason the grade was lower than expected. Every effort will be made to help the student understand the reason for the grade.

If a grade is to be appealed, the Dispute Resolution Policy should be followed.

DISPUTE RESOLUTION POLICY AND PROCEDURE

The direction and staff of the Montessori Training Centre of British Columbia have an Open Door policy to address its students' queries. All concerns must be taken to the Director of Training who will extend every effort to resolve the conflict through dialogue, using understanding and principles of fairness. The Director of Training appointed by the Association Montessori Internationale has the authority to resolve disputes of a pedagogical nature. Dispute of a refund of fees nature will be addressed by a representative of the Board of Directors of the Training Centre according to the policy included in the Student Contract.

Policy: Individuals should always try to resolve issues informally.
If a more formal approach becomes necessary, the institution provides a fair and reasonable mechanism for resolution.

Procedure:

- Step One: First try to resolve the issue directly with the other party. If this does not work...
- Step Two: Put your complaint in writing to the President of the Montessori Training Centre Society of British Columbia. He/she will request submissions from all involved parties, including witnesses, conduct an investigation and set up a meeting within 24 hours.
- Step Three: The President will provide a written decision to all parties within 48 hours. If this does not work...
- Step Four: The parties appoint an outside mediator/arbitrator within 48 hours. The MTC of BC and the student will share the cost of an outside arbitrator equally.
- Step Five: The decision of the arbitrator is final.

STUDENT WITHDRAWAL AND DISMISSAL POLICY

Students are expected to abide by the conditions set for taking the course and any arrangements made for their training during the year, as explained during the personal interview. Students may be dismissed from the course for medical, psychological, academic or other cogent reasons.

Extensive individual and academic counseling is available to all students at all stages of training.

Non-payment of fees within 3 days of the scheduled date may result in dismissal of a student from the programme without any further delay.

A copy of the complete student dismissal policy is available upon request from the administration office.

PRACTICUM POLICY

Students must complete 120 hours of Practicum in an Elementary Community directed by an AMI Elementary Diploma holder.

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The Montessori Training Centre of BC will help the student secure a suitable Practicum Placement. If the student must go away from home to complete the Practicum, the student is responsible for travel and housing expenses.

The evaluation will be completed by an Elementary Diploma holder.

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