

Adopted:  
Reviewed:  
Revised:

**BLUFFVIEW MONTESSORI SCHOOL  
POLICY 703 MONTESSORI CREDENTIAL REIMBURSEMENT**

**I. PURPOSE**

The purpose of this policy is to provide guidelines and procedures for teachers to apply for and receive reimbursement for tuition incurred from obtaining required Montessori credentials.

**II. GENERAL STATEMENT OF POLICY**

Upon completion of required Montessori training and receipt of a Montessori certificate from an approved Montessori training center (AMS or AMI), the teacher may apply for tuition reimbursement up to the maximum amount set per level of training by the school. The following conditions must be met.

- A. Tuition reimbursement will only be considered for a teacher who begins Montessori training after being hired by Bluffview Montessori School.
- B. Prior to enrolling in a Montessori training program, the program must be approved by the Head of School.
- C. The teacher must remain in good academic standing throughout the training, maintaining a grade point of "B" or better.
- D. Throughout the training and the reimbursement period, the teacher must receive satisfactory evaluations from the Head of School and peer evaluators. The average rating must be "proficient."
- E. The teacher must be employed full time as a Montessori teacher throughout Montessori training and during the period of reimbursement.

**III. PROCEDURE FOR APPLYING FOR REIMBURSEMENT**

- A. The teacher must complete and submit an *Intent to Apply for Reimbursement Form* by May 1 of the year prior to the reimbursement application.
- B. The teacher must complete and submit a *Reimbursement Application* by September 1 and provide required documents to the Head of School, including paid tuition bills, transcript, teacher evaluation summary, letter of employment, and grant/loan documentation if applicable.

**IV. APPROVAL PROCESS**

- A. The application will be reviewed by the Head of School within 15 days of receipt.
- B. Following review by the Head of School, a recommendation will be made to the Board of Directors, who will make a final determination regarding reimbursement.

- C. Following the decision by the Board of Directors, the applicant will be notified of approval/denial through written communication by the Head of School.

## **V. REIMBURSEMENT SCHEDULE**

- A. During the first year of reimbursement, 10% of tuition costs (up to the maximum amount established by the school) will be reimbursed. 5% will be given as a stipend upon receipt of the Montessori certificate and the remaining 5% will be divided evenly throughout the year.
- B. During the second year of reimbursement, 10% of tuition costs (up to the maximum amount established by the school) will be reimbursed. Payments will be divided evenly throughout the year in 24 payments.
- C. During the third and fourth years, 15% of tuition costs (up to the maximum amount established by the school) will be reimbursed each year, divided evenly throughout the year in 24 payments.
- D. During the fifth year, 20% of tuition costs (up to the maximum amount established by the school) will be reimbursed, divided evenly throughout the year in 24 payments.
- E. During the sixth and final year, 30% of the tuition cost will be reimbursed, divided evenly throughout the year in 24 payments.

## **VI. REIMBURSEMENT AMOUNT BY LEVEL**

A maximum amount for tuition reimbursement has been set for each level of training. These amounts represent an average of tuition rates for obtaining a Montessori credential at AMS training centers in the United States.

	Maximum Tuition Reimbursement
Children's House	\$ 6,600.00
E1	\$ 8,550.00
E2	\$ 12,650.00 (\$4,100 if applicant already has E1 certificate)
Adolescent	\$ 9,500.00