



## Mindful Teacher Certification Program 2020-2021 Purchase Order Policy

*Thank you for your interest in the Mindful Schools Mindful Teacher Certification Program.  
It is important to communicate this Purchase Order Policy to your administration.*

As much as we would like to accommodate the needs of our Mindful Teacher participants, and the needs of the organizations funding our participants, we are not able to work outside the policy and process detailed below.

This Purchase Order policy is for program tuition only. Participants are required to participate in the opening and closing retreats in their entirety. Payment for these retreats must be made directly to the retreat venue.

Tuition payment for this program and meeting all appropriate deadlines are ultimately the responsibility of the participant. Participants are advised to be certain of their funding prior to registering for this program as registration requires a non-refundable deposit.

If you have any questions or would like to communicate to Mindful Schools that your organization will be funding your Mindful Teacher 2021 registration and using a Purchase Order, please email [support@mindfulschools.org](mailto:support@mindfulschools.org).

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### Purchase Order Policy and Procedures

The following are the steps and guidelines to register for Mindful Teacher Certification Program 2020-2021 (MT21) with a Purchase Order:

- **Participant completes registration and pays a non-refundable \$500 deposit using a credit card.** The deposit *must* be paid with a credit card. Once we receive a Purchase Order the credit card will be refunded. \* There is no option to register for Mindful Teacher 2021 without this initial credit card payment \*
- In order to lock in the tuition rate that the participant is eligible for, registration and non-refundable deposit payment (via credit card) must be completed by the Registration Deadlines listed below.
- Participant communicates to Mindful Schools that we will be receiving a PO for their MT21 Registration. Please email [support@mindfulschools.org](mailto:support@mindfulschools.org).
- Participant asks their administration to provide Mindful Schools with an official Purchase Order for the correct full tuition amount. Please see the tuition chart below to determine the full tuition amount.  
\*Mindful Schools is not able to work with Requisition Forms or a PO Number only\*

Mindful Schools is a 501(c)(3) nonprofit organization

1260 45th Street, Suite B, Emeryville, CA 94608 | (510) 858-5350 | [support@mindfulschools.org](mailto:support@mindfulschools.org) | [www.mindfulschools.org](http://www.mindfulschools.org)



- Mindful Schools is not able to provide an Invoice before receipt of an official Purchase Order. Participant may request a Quote for their full tuition rate from Mindful Schools if needed. Please email [support@mindfulschools.org](mailto:support@mindfulschools.org) to request a Quote.
- The participant or the participant's administration provides Mindful Schools with a copy of an official Purchase Order for the full tuition amount.
- Once Mindful Schools receives a copy of an official Purchase Order for the full tuition amount, the Pay-in-Full Discount will be applied to the participant's MT21 Registration.
- The \$500 Deposit Payment will be refunded to the credit card when an official Purchase Order for the full tuition amount is received
- Mindful Schools will send an Invoice to the Billed Party after receipt of an official Purchase Order.
- Purchase Orders must be received by the close of Registration for MT21: **May 1, 2020. If the Purchase Order is not received by May 1, the participant will be placed on the payment plan schedule and will be responsible for completing all payments by the installment payment deadlines.** Late fees will be applied to late payments. (Please view our [Payment Plan Policies](#) for details.)
- Payment for the full amount of the purchase order must be received by **June 1, 2020.**
- Any revision to a Purchase Order or Cancellation of a PO will result in the suspension of the MT21 participant from the program, including Retreats and remote content.

## Mindful Teacher Certification 2020-2021 Application & Registration Deadlines

	Tuition Amount	Pay-in-Full Discount	Pay-in-Full Tuition Due	Participant Must Apply By	Participant Must Register By
<b>Early Bird</b>	<b>\$4875</b>	-\$300	\$4575	November 15, 2019	January 31, 2020
<b>Advance</b>	<b>\$5275</b>	-\$300	\$4975	February 15, 2020	March 31, 2020
<b>Standard</b>	<b>\$5875</b>	-\$300	\$5575	April 1, 2020	May 1, 2020
Scholarship R1	\$3875	-\$300	\$3575	November 15, 2019	January 15, 2020
Scholarship R2	\$3875	-\$300	\$3575	February 1, 2020	March 1, 2020

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