



## Mindful Teacher Certification Program 2021-2022 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 the in-person Closing retreat must be made directly to the retreat venue. (*Closing retreat format will be based on pandemic and safety considerations and determined at a later date.*)

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.

### Important Dates:

**Purchase Orders must be received by May 15th, 2021**

**Payment must be received by June 7th, 2021**

If you have any questions or would like to communicate to Mindful Schools that your organization will be funding your Mindful Teacher 2022 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 2021-2022 (MT22) 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 2022 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 MT22 Registration. Please email [support@mindfulschools.org](mailto:support@mindfulschools.org).

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

1260 45th Street, Emeryville, CA 94608 | (510) 858-5350 | [support@mindfulschools.org](mailto:support@mindfulschools.org) | [www.mindfulschools.org](http://www.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 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 by **May 15th, 2021**.
- 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 MT22 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 MT22: **May 15, 2021**. **If the Purchase Order is not received by May 15th, 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 7, 2021**.
- Any revision to a Purchase Order or Cancellation of a PO will result in the suspension of the MT22 participant from the program, including Retreats and remote content.

## Mindful Teacher Certification 2021-2022 Application & Registration Deadlines

	Tuition Amount	Pay-in-Full Discount	Pay-in-Full Tuition Due	Participant Must Apply By	Participant Must Register By
Early Bird	\$5800	-\$300	\$5500	January 5, 2021	February 15, 2021
Standard	\$6500	-\$300	\$6200	April 15, 2021	May 15, 2021
Equity in Action Scholarship	\$2600	-\$300	\$2300	March 31, 2021	Deadline Provided in Acceptance Email

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