



## Guidelines for Online Submission

### I. Application Process

Applicant completes the online 2023-2024 AMS Teacher Education Scholarship application form found on the AMS website. The applicant should prepare all the necessary supplemental documentation required before starting the online application form, as **partial progress cannot be saved**. A sample application form is posted on the AMS website in pdf format to assist applicants in the preparation of application materials. Below is an overview of the required documents:

- 1) ☐ Applicant Information
- 2) ☐ Personal Statement
- 3) ☐ Verification of TEP Acceptance
- 4) ☐ Financial Statement
- 5) ☐ 2022 IRS Income Tax Form or equivalent documentation for international applicants
- 6) ☐ Three original letters of recommendation

### Scholarship Selection Timeline

Applications **must be received through the online submission form by 11:59 PM (ET) on April 19, 2023**. Upon submission of the online application, applicants will receive an email to confirm their submission. Scholarship recipients will be **informed via email by the second week of June 2023**.

### II. Application Submission Information

- Applicants must use the online application form for the year **2023-2024**. Provide only the information and documentation requested; **send no additional information**.
- AMS only awards partial tuition scholarships for each credential. Applicants who have previously received an AMS scholarship will not be considered for an award for the same credential and are not eligible to apply.
- AMS guidelines are for use by applicants in preparing the application; this page is not to accompany the scholarship application.
- Supplemental application documents must be typed and uploaded in pdf format; **handwritten applications will not be accepted**.
- International applicants must follow the guidelines as set forth on the Financial Information page; proof of income is required. All documents must be submitted in English or include English translations.
- All communications between applicants and the AMS office are handled through email; **a valid email address must be included** in the application.
- AMS scholarships are granted for **unpaid** tuition only. For scholarship applicants already enrolled in an AMS-affiliated Montessori teacher education program, scholarships are for outstanding tuition only. Awards may not be applied to tuition already paid. Expenses beyond tuition (books, materials, fees, travel, room & board, etc.) may not be included.
- The scholarship award is paid to the teacher education program in which the applicant is enrolled and accepted for all levels **excluding the Montessori Inclusion Endorsement and Administrator** course levels.
- If a scholarship recipient withdraws from the program prior to receiving an AMS credential, unused funds must be returned to the AMS Scholarship Fund in accordance with the tuition refund policies of the teacher education program.
- Applications become the property of the American Montessori Society upon receipt.

### III. Selection Criteria

1. Any aspiring Montessori teacher is eligible to apply for an AMS Teacher Education Scholarship, **if** the applicant has been accepted, is in process of acceptance, OR is enrolled in an **AMS-affiliated teacher education program**. Applications are not accepted for teacher education programs that are not AMS-affiliated. Applicants who have previously received an AMS scholarship will not be considered for an award for the same credential and are not eligible to apply.
2. Applicants are considered on the basis of financial need, a compelling personal statement, three letters of recommendation, and official verification of acceptance into or enrollment in an AMS-affiliated teacher education program. The Adult Learner must be attending or completing their credential during the current academic year(s).
3. To be considered, applicants are responsible for compiling and submitting the completed materials in accordance with the guidelines.
4. **Applications received after 11:59 PM (ET) April 19, 2023, will not be considered.**
5. Incomplete applications (those missing any documentation listed above) will not be considered for a scholarship award.

**NOTE:** Scholarship outcomes, rubric scores, and information based on application results are not shared with applicants in any capacity.