

Frequently Asked Questions

Process

- What are the next steps?
Step 1. Decide how long you would like to list your advert. We offer the following terms:
1 month, 2 months, 3 months, 6 months, one year
Step 2. A PayPal invoice will be sent to your preferred email address
Step 3. As soon as we confirm your payment, your advert will be listed

Payment

- How do I pay?
Our preferred method of payment is through PayPal.
- What if I don't have a PayPal account?
You do not need a PayPal account to make a payment. It is possible to send a payment through PayPal using a credit/debit card via the '**guest payment**' service. This does not require an account to be set up. For more details, please refer:
<https://www.paypal-community.com/t5/Payments/Sending-money-without-registering-for-Paypal/td-p/464493>
- How do I know if my payment went through?
You will receive an email notification from PayPal.
- What if I need an invoice issued by the Society?
Invoices can be issued if required. Please let us know if you require an invoice.

Listing

- I am a member of the Society. Do I need to log-in and list an advert by myself?
No, please send us the advert contents (with any text format and/or logos) by email and we will take care of placement.
- I am **not** a member of the Society. Do I need to be a member of the Montessori Society in order to place an advert?
Our service is available to Society and non-Society members. Becoming a member of the Society has numerous benefits, We invite you to [join us](#).
- Do you screen the candidates before they are passed to us?
No, any candidates who contact us will be directed to you. We do not offer a screening process for candidates.
- What if I want to change or amend the contents of the advert?
If you have any changes or amendments during your contract period, please feel free to contact us by email with the modifications required and we will process.
- If the position(s) are filled and we no longer need to recruit, can we remove the advert?
Yes, we can remove the advert. Please email us with your instructions. Please note that we will not make any prorated refunds.