

Registration Information

Registration Policy

Full payment (tuition and fees payable by check, money order, MasterCard or Visa [credit card accepted for class tuition \$35 and above]) is required at the time of registration, prior to attending class(es). NO CASH PAYMENTS ACCEPTED.

It's Easy to Register!

- Visit www.lehman.edu/ce
- Call (718) 960-8512 during office hours
- Fax completed registration form to (718) 733-3254 with (MasterCard or VISA info.).
- Send completed registration form with payment information to: Lehman College, Office of Continuing Education, Carman Hall room 129, 250 Bedford Park Blvd. West, Bronx, NY 10468. Make check or money order payable to "Lehman College."
- Visit Lehman College, address above, or CUNY on the Concourse, 2501 Grand Concourse.

Note: Students registering by phone, mail or fax will be sent a tuition receipt. All others, pick up receipts at the location at which they registered, Lehman College or CUNY on the Concourse.

Room location: If is not listed on receipt, call (718) 960-8512 during regular business hours prior to the first class meeting or see posting outside Carman 129.

In the event a course is cancelled, we attempt to notify students; however, students are advised to verify the status of courses by calling (718) 960-8512 no earlier than 24 hours prior to the first class meeting.

Fees (Non-Refundable)

\$20	Registration Fee (payable each semester)
\$ 4	Transcript or Certificate fee
\$25	Application for certificate programs
\$16.25	Returned Checks
\$ 5	Replacement of lost Real Estate or Teacher cert.
\$10	Replacement of lost CUNYCard
\$ 3	Replacement of lost tuition receipt

Discounts

Discounts are given toward the tuition of one course per semester on a space available basis. Discounts are given on tuition only. Registrants must provide I.D. proof. There are no discounts given on courses \$100 or less. Note: only one discount may be applied. To apply discounts, call (718)960-8512.

15%	Senior citizens (62 years and older)
10%	Lehman College current degree students or alumni and 1 child
25%	CUNY employees
50%	Lehman College employees
15%	Children of Lehman College employees

Financial Assistance See page 1 or visit www.lehman.edu/ce for more information.

Notice The college reserves the right to cancel courses, adjust curricula and hours, close facilities, substitute instructors, change locations, substitute equipment or limit enrollment without notice. For the latest course and schedule information, please call (718)960-8512 or visit www.lehman.edu/ce.

If you wish to inquire about **disability services** please contact the Continuing Education Registrar, Maryann Drago-Dowling at 718-960-8077, to discuss your individual needs. Requests for accommodations must be accompanied by documentation of disability. Please submit requests and documentation well in advance of class start date to ensure that reasonable accommodation requests can be processed in a timely manner.

On-site Course Refunds Requests for refunds must be made in writing and received before the date of the first class for 100% refunds and before the second class for 50% refunds.

100% refund if course is cancelled by the College

100% refund, *less the reg. fee*, prior to 1st class

50% refund, *less the reg. fee*, prior to 2nd class

No refunds after the second class meeting; after the start of classes for courses of less than four weeks duration. Refunds are made by credit card or check, depending on form of payment used for registration.

Note: The refund process may take up to 8 weeks.

Online Course Refunds CAP01 and VPW01 Workshops are non-refundable. For other online courses, see page 29 or visit www.lehman.edu/ce.

Course Substitutions for Certificate Program Courses Course substitutions need permission of the program coordinator(s). Students must complete a Waiver of Course form available in the Office of Continuing Education or at www.lehman.edu/ce.

Grades and Transcripts Grades - Grade reports are mailed at the conclusion of each semester.

Transcripts - Students should complete a Transcript Request form. Include \$4 (check or money order). Call (718) 960-8512 or visit www.lehman.edu/ce - general information - forms.

Certificate Requests Students satisfactorily completing a Continuing Education Course* or Program* may request a Certificate for \$4 (check or money order). *Exceptions: No fee required for Pharmacy Technician, Medical Office Admin. Assistant, Dental Assistant, Credentialed Alcoholism and Substance Abuse Counselor (CASAC) courses, English as a Second Language Institute courses, and children's courses. Call (718) 960-8512 or visit www.lehman.edu/ce - general information - forms.

