

# REGISTRATION INFORMATION

## Registration Policy

Full payment (tuition and fees) is required at the time of registration.

## It's Easy to Register!

**By Computer: Don't wait in line--sign up on-line!** Visit our website ([www.lehman.edu/ce](http://www.lehman.edu/ce)) to register for classes on-line and to check for the class updates. Credit card registration only (MasterCard or Visa). Students will receive a tuition receipt along with classroom assignments via e-mail.

**By Phone:** Call (718) 960-8512 during office hours listed on page 1. Please have credit card number and expiration date available. MasterCard or VISA only. **Payment by credit card accepted for class tuition \$35 and above.**

**By FAX:** Complete the registration form and fax to (718) 733-3254. Credit card registration only (MasterCard or VISA). **Payment by credit card accepted for class tuition \$35 and above.**

**By Mail:** Complete the registration form and mail with check, money order or MasterCard or VISA information to: Lehman College, Office of Continuing Education, 250 Bedford Park Blvd. West, Bronx, NY 10468. Make check or money order payable to "Lehman College."

**In Person:** Come to either Lehman College, Office of Continuing Education, Carman Hall, Room 129 or CUNY on the Concourse, 2501 Grand Concourse, during office hours listed on page 1.

## NO CASH PAYMENTS ACCEPTED.

**Note:** Students registering by phone, mail or fax will be sent a tuition receipt if registration is completed two weeks before the first day of class. All other students should pick up receipts at the location at which they registered, Lehman College or CUNY on the Concourse.

If room location is not available at the time of registration, students must call (718) 960-8512 or (718) 960-5107 during regular business hours prior to the first class meeting. Rooms are posted outside office.

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)

\$20.00	Registration Fee (payable each semester)
\$ 4.00	Transcript or Certificate fee
\$25.00	Application for certificate programs
\$16.25	Returned Checks
\$ 5.00	Replacement of lost Real Estate certificate
\$10.00	Replacement of lost CUNYCard
\$ 3.00	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. To apply discounts, call (718)960-8512.**

- 15% discount for senior citizens (62 years and older)
- 10% discount for Lehman College current degree students and 1 child
- 25% discount for CUNY employees
- 50% discount for Lehman College employees
- 15% discount for children of Lehman College employees
- \$10 discount A for child(ren) registered in 2 classes by 9/25/09.
- \$20 discount B for child(ren) registered in 3+ classes by 9/25/09.

## 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 the course is cancelled

100% refund, *less the registration fee*, prior to the first class meeting

50% refund, *less the registration fee*, prior to the second class meeting

No refunds after the second class meeting. There are no refunds 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

For CAP10 and VPW10 Workshops, there are no refunds. For ed2go courses, a 100% refund, less registration fee, may be issued for courses dropped by student prior to the third online lesson. Full refund if course is cancelled by ed2go. For flexstudy-AMA and Music Industry Educator courses, a 100 % refund, less registration fee, may be issued PRIOR to first login to the course(s). For MindEdge, students may request a refund (minus 10% cancellation fee) up to 5 days from the start date. No refunds will be issued after 5 days from the start date (date of purchase). Students must drop *by email* to [ce@lehman.cuny.edu](mailto:ce@lehman.cuny.edu) or call 718-960-8077.

## Financial Assistance

Many of our courses are eligible for vouchers and reimbursement from employers, the Department of Veteran's Affairs ([www.va.gov](http://www.va.gov)), Workforce New York ([www.workforcenewyork.org](http://www.workforcenewyork.org)), VESID (Vocational and Educational Services for Individuals with Disabilities) [www.vesid.nysed.gov](http://www.vesid.nysed.gov), the Department of Unemployment, HRA, Educational Incentive Scholarship Program EIP grant [www.cetp.pdp.albany.edu](http://www.cetp.pdp.albany.edu) and other government assistance programs and more. Check with your HR, VA, union representative or program case manager.

## Course Substitutions for Certificate Program Courses

Under certain circumstances, course substitutions may be made with the permission of the program coordinator. Students requesting to waive a course must complete a Waiver of Course form available in the Office of Continuing Education or at <http://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 write: Lehman College, Office of Continuing Education, 250 Bedford Park Blvd. West, Bronx, N.Y. 10468.

## Certificate Requests

Students satisfactorily completing a Continuing Education **Course\*** or **Program** may request a Certificate Request form. Address all requests to: Lehman College, Office of Continuing Education, 250 Bedford Park Blvd. West, Bronx, N.Y. 10468. Include \$4 (check or money order).

**\*Exceptions:** No fee required for Pharmacy Technician, Real Estate Salesperson's and Broker's courses, Alcoholism and Substance Abuse Counselor courses, English as a Second Language courses, and children's courses.

## Continuing Education Units

The continuing education unit (CEU) represents a nationally recognized instrument for documenting participation in non-credit programs. A CEU is defined as ten hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education credits may not be transferred to a degree-bearing program.