



800 Troy-Schenectady Road, Latham, NY 12110-2455  
518-213-6000 800-528-6208 FAX 518-213-6456  
[www.nysut.org/elt](http://www.nysut.org/elt)

## Registration Form

### Site-Based Courses:

\_\_\_\_ Three Graduate Credits \$645  
\_\_\_\_ Inservice Credit (45-hours) \$375  
\_\_\_\_ One Graduate Credit \$198  
\_\_\_\_ Inservice Credit (15-hours) \$125  
\_\_\_\_ Inservice Programs (15-hours) \$125

### Online/CD Courses:

\_\_\_\_ Three Graduate Credits \$645  
\_\_\_\_ Inservice (45-hours) \$425  
\_\_\_\_ One Graduate Credit \$198  
\_\_\_\_ Inservice Credit (15-hours) \$175  
\_\_\_\_ CD Course (3-cr, graduate) \$645  
\_\_\_\_ CD Course (2-cr, graduate) \$425  
\_\_\_\_ CD Course (3-cr, undergraduate) \$280  
\_\_\_\_ CD Course (2-cr, undergraduate) \$375

Name \_\_\_\_\_ Student ID or SS # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ \*E-mail \_\_\_\_\_

Course # \_\_\_\_\_ Course Name \_\_\_\_\_ Section # \_\_\_\_\_

Instructor \_\_\_\_\_ Location \_\_\_\_\_

Dates \_\_\_\_\_ Type Classroom or Online (please circle one)

*\*Required to access web site and receive confirmation e-mail. Also required for online and CD courses.*

### Payment Option (please check one):

\$100 Deposit\* or  Full Payment

*\*Balances are due prior to first class session and can be paid online at <http://eltweb.nysut.org/igweb/> or by mail.*

### Payment Type (please check one):

Check - Amount \$ \_\_\_\_\_ (Please make checks payable to **NYSUT ELT, 800 Troy-Schenectady Road, Latham, NY 12110-2455\***) *\*Money orders are required for participants in New York City courses.*

Charge - Discover® / MasterCard® / VISA® Amount \$ \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

\_\_\_\_\_  
*Cardholder's name (please print)*

\_\_\_\_\_  
*Signature*

## Registration Form

### Board of Trustees:

Richard C. Iannuzzi, Chair • Alan Lubin • Maria Neira • Kathleen M. Donahue • Lee Cutler

## ELT Registration Form Cont'd

- ◆ Participants **MUST** have a Bachelors Degree to be eligible for graduate credit
- ◆ Participants taking courses for Inservice credit should seek prior approval from their school districts.
- ◆ There may be an additional site fee for courses sponsored by a Teacher Center. Those fees are paid directly to the Teacher Center.

### REFUND POLICY:

- ◆ If your course is cancelled by the Trust, 100% of your tuition will be refunded.
- ◆ If you decide to drop a course, you must make the request in writing. These requests can be faxed to (518) 213-6456 or e-mailed to [eltmail@nysutmail.org](mailto:eltmail@nysutmail.org). You will then receive a refund for all paid tuition less the \$50 non-refundable registration fee.
- ◆ Participants in site-based courses have up to the end of the first class session to withdraw and return any unused text to the instructor. If the text/materials are not returned, a \$130 textbook/materials fee will be charged to your account.
- ◆ Participants in online courses have up to the first day of class to withdraw, but **must return the unused texts (and/or materials) to ELT** before a refund will be issued. A \$130 textbook/materials fee will be charged to your account if they are not returned.
- ◆ Tuition for CD-based courses is non-refundable.

**NOTICE ON NON-DISCRIMINATORY POLICY AS TO STUDENTS:** *the NYSUT Education and Learning Trust admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in its courses and programs. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies and other trust administered programs.*