

SUNY ULSTER REGISTRATION & POLICY INFORMATION



ONLINE

The fastest and easiest way to register! Now with our user-friendly system you can register yourself for all classes. A confirmation email is sent automatically upon registration.

Visit www.sunyulster.edu/ce and click the **REGISTER** and **PAY**.



MAIL

Complete the registration form or send a check or money order payable to UCCC for the REGISTRATION FEE ONLY. Do not include materials or textbook fees with registration fee. Use a separate form for each person registering.

MAIL TO:

Noncredit Registration
Kingston Center of SUNY Ulster
94 Mary's Avenue
Kingston, NY 12401



IN PERSON

At the Kingston Center of SUNY Ulster, 94 Mary's Avenue, Kingston, room 206 or at the Stone Ridge Campus, 491 Cottekill Rd, Stone Ridge, Vanderlyn Hall room 206.

Office hours are: Monday–Friday, 8:30am–4:30pm



PHONE

Call 845-339-2025 during office hours.



FAX

24 hours, 7 days a week; send your completed registration form to 845-339-0780.

Remember to complete your charge card information.



RECEIPT

Each registrant will receive a receipt and schedule which includes the date, time and location of the course(s) via email or mail depending on how you registered.

REFUND POLICY

Full refunds are issued up to two weeks prior to class. Please allow three to four weeks for a refund. Two weeks or less prior to the start date, you will be charged a prorated administrative fee of 25% of the cost of class. No refunds will be granted on or after the start date of class.

CLASS CANCELLATIONS

The College may cancel any course that lacks sufficient enrollment. When the decision is made to cancel, a cancellation notice will be sent to all registrants. In the event of severe weather conditions or other emergencies, it may be necessary to cancel classes. The cancellation of day classes WILL NOT automatically cancel evening classes. Cancellation announcements for evening classes will be made over local radio stations after 3pm and will be posted on sunyulster.edu

20% SENIOR DISCOUNT

Available on select courses ("Sr. discount applies") for seniors 65 and over who provide date of birth when registering.



SUNY Ulster reserves the right to substitute instructors, adjust pricing, and/or reschedule classrooms, if necessary. Affirmative Action Policy: Ulster County Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate in education, employment, or any of its businesses on the basis of sex, sexual orientation, race, color, age, marital status, veteran status, religion, national origin, or handicapping conditions. This policy is in compliance with Title IX of the Educational Amendments of 1972, Title IX, Section 304 and American Disabilities Act.

ULSTER BOCES REGISTRATION & POLICY INFORMATION

ULSTER BOCES IS A NON-SMOKING CAMPUS

CAREER CLASSES

Career classes are available based upon consultation with your career advisor. Please call 845-331-5050 for an admissions appointment.

REFUNDS & CANCELLATIONS

Ulster BOCES Adult Education - Continuing Education courses include those which are under 100 hours in duration. A refund of tuition and fees may be due in the event that BOCES cancels a class or if a student does not begin program. When refunds are due they are processed automatically. Payments originally made by credit card will be refunded directly back to the card. For cash and check payments, refunds are issued by check. Please allow 30 days to process.

REFUND AMOUNTS ARE BASED ON THE FOLLOWING

- If any course is canceled by BOCES, all tuition and fees collected will be refunded.
- If you notify us that you will not be taking a course in a timeframe that is:
 - Before the registration due date: **Full refund.** Registration due dates occur 14 days before course start dates.
 - After the registration due date but before 24 hours before the first class meeting: Credit will be given toward another course taken in one year. A \$10 fee may be deducted from any given refund, transfer, or course credit.
 - After the start of class: No refund or course credit will be given. A decision to run the course was made based on the payment and cannot be refunded after the course start.
 - For courses over 100 hours please refer to the Adult Education course catalog or website www.ulsterboces.org/AdultEdFAQ

DISCLAIMER

The policies, regulations, procedures, and fees in this catalog are subject to change without prior notice, if necessary, to keep Ulster Adult Career Education policies in compliance with State and Federal laws and/or with rules and regulations of the Board of Education, Ulster BOCES. Ulster Adult Career Education Center reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students. The provisions of this catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and Ulster BOCES or its Board of Education.

We are not responsible for typographical or scheduling errors. Senior discount applies to tuition only. We reserve the right to cancel or reschedule classes for any reason. Eligibility for some courses may be limited to students 22 years and older. *Any statistical data referenced may become outdated upon publication.*

SCHOOL TRANSFER STATEMENT

Ulster BOCES does not accept student transfers, including credits earned, from other institutions. Transfers within Ulster BOCES programs will be examined on an individual basis.

FINANCIAL ASSISTANCE

Ulster BOCES offers subsidized tuition assistance to qualified INDIVIDUALS in many career and skills programs. Call 845-331-5050, or 331-0902 for more information about careers in addition to training opportunities, funding/financial assistance.

ACCES-VR (Adult Career and Continuing Education Services-Vocational Rehabilitation) may provide tuition assistance for eligible individuals for certain programs. Visit www.acces.nysed.gov/vr

You may be eligible for Workforce Investment Act-subsidized career training. Inquire at 845-338-4696 for more information, or visit the One-Stop Center located at the Business Resource Center, Kingston.

Most of our Career-track training programs are VA approved for the training of Veterans.

20% SENIOR DISCOUNT

Available on select courses ("Sr. discount applies") for seniors 65 and over who provide date of birth when registering.

CERTIFICATES

Certificate of Completion will be provided upon request for classes less than 100 hours.