

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. Call 845-331-5050 for an admissions appointment. At such time, extra classroom expenses and required textbooks are identified for self-purchase.

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 Payments originally made by credit card will be refunded directly back to the card.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 subsidized career training through the Workforce Innovation and Opportunity Act.

Inquire at 845-443-8066 or visit the Ulster County Career Center, 521 Boices Lane, Kingston, NY 12401.

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

20% SENIOR DISCOUNT

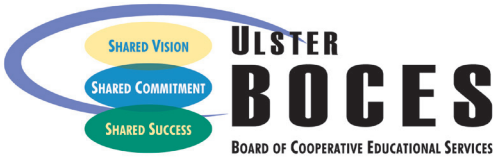
Available on select courses ("Sr. discount applies") for seniors 65 and over who provide date of birth when registering.

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



NONCREDIT REGISTRATION

Ulster Adult Career Education Center
 Ulster BOCES Career & Technical Center
 PO Box 601, Port Ewen, NY 12466

845-331-5050 • Fax 845-339-8797
www.ulsterboces.org/adult

____ / ____ / ____
 TODAY'S DATE



NAME - PLEASE PRINT

 LAST FIRST M.I.

 MAIDEN OR PREVIOUS LAST NAME

PERMANENT HOME ADDRESS - PLEASE PRINT

 STREET CITY STATE ZIP COUNTY

PHONE NUMBERS - PLEASE PRINT

_____-_____-_____
 HOME PHONE CELL PHONE

_____-_____-_____
 BUSINESS PHONE

GENERAL - PLEASE PRINT

 EMAIL ADDRESS DATE OF BIRTH
 Gender M F

LIST BELOW COURSES YOU ARE REGISTERING FOR
 SEE CATALOG OR VISIT WWW.ULSTERBOCES.ORG FOR COURSE CODES, START DATES & COURSE FEES.

OFFICE USE	COURSE CODE	COURSE TITLE	COURSE START DATE	COURSE FEE
	All courses will be offered without regard to gender, age, race, color, national origin, or disability in conformity with Federal regulations.		*SENIOR CITIZEN DISCOUNT 20%	
*WE ARE PLEASED TO OFFER A 20% DISCOUNT TO ADULT LEARNERS, AGE 65 AND OVER, EXCEPT WHERE NOTED, OR CLASSES LEADING TO CERTIFICATION OR LICENSING. ULSTER ADULT CAREER EDUCATION CENTER A DIVISION OF ULSTER BOCES.			SUB TOTAL	
			TOTAL \$	

REGISTER IN PERSON • BY PHONE OR FAX

Ulster Adult Career Education Center • 319 Broadway • Port Ewen, NY 12401

OFFICE HOURS Monday-Thursday, 9am-8pm & Friday, 9am-4pm

PHONE 845-331-5050 with your MasterCard or Visa card number. **FAX** MasterCard or Visa credit card registrations only.

PAYMENT DETAILS - PLEASE PRINT

Check
 Money Order
 MasterCard
 Visa

 CREDIT CARD NUMBER

 EXPIRATION DATE CVC CODE

MAKE CHECK PAYABLE TO ULSTER BOCES TREASURER.

 CARDHOLDER NAME (AS IT APPEARS ON CARD)

 BILLING STREET ADDRESS BILLING ZIP CODE

Non-Discrimination Statement

The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County (the "District"), does not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex (including sexual harassment and sexual violence), gender identity, sexual orientation, ("sexual orientation" means heterosexuality, homosexuality, bisexuality, or asexuality), political affiliation, age, marital status, military status, veteran status, disability, weight, domestic violence victim status, arrest or conviction record, genetic predisposition or carrier status or any other legally protected status in regard to employment opportunities or educational/vocational programs or activities which it operates. All inquiries regarding the Ulster BOCES Non-Discrimination policies and/or all complaints regarding violation(s) of these policies should be directed to the Ulster BOCES Compliance Officer, Dr. Laurie Cassel, Deputy Superintendent, 175 Route 32 North, New Paltz, New York, 12561, lcassel@ulsterboces.org, 845-255-3020.