ONLINE
Registering online is the fastest and easiest way! 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 on REGISTER & PAY.

MAIL
Complete the registration form and 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 845-331-2331.
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. Daytime cancellation announcements for evening classes will be made over local radio stations after 3pm and will be posted on sunyulster.edu
**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

**TO REGISTER, LIST COURSES BELOW. SEE CATALOG OR VISIT WWW.SUNYULSTER.EDU FOR COURSE CODES, START DATES AND COURSE FEES.**

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**LOCATION CODES**

- **KSU**
  Kingston Center of SUNY Ulster  
  94 Mary’s Avenue  
  Kingston, NY 12401

- **SRC**
  Stone Ridge Campus  
  491 Cottekill Road  
  Stone Ridge, NY 12484

**PAYMENT DETAILS – PLEASE PRINT**

- Cash  
- Check  
- Money Order  
- MasterCard  
- Visa  
- Discover  

**MAKE CHECK / MONEY ORDERS PAYABLE TO UCCC:**

**TOTAL $**

This information is voluntary

Are you Hispanic / Latino?  
- Yes  
- No  
If Hispanic, your background (select one)  
- Central American  
- Mexican  
- South American  
- Dominican  
- Puerto Rican  
- Other Hispanic / Latino  
Are you? (select all that apply)  
- White  
- Black / African American  
- Asian  
- American Indian / Alaska Native  
- Native Hawaiian / Other Pacific Islander  
- Non-Resident Alien  
Are you a Veteran?  
- Yes  
- No  
Do you have a disabling condition?  
- Yes  
- No
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 time-frame 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.

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. Certificate of Completion will be provided upon request for classes less than 100 hours.
Non-Discrimination Statement
The Board of Cooperative Educational Services, Sole Supervisory District of Ulster County ("BOCES"), 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 BOCES Non-Discrimination policies and/or complaints regarding violation(s) of these policies should be directed to the BOCES Compliance Officer, Dr. Jonah Schenker, Deputy Superintendent in one of the following manners:
E-Mail: complianceofficer@ulsterboces.org • Mail: 75 Route 32 North, New Paltz, New York, 12561 • Phone: (845) 255-1400

LOCATIONS

CT Career & Technical Center
Route 9W
Port Ewen, NY 12466

EL Ellenville Learning Center
104 Center St.,
Ellenville, NY 12428

LK Ulster BOCES Center
727 Grant Avenue
Lake Katrine, NY 12449

NP Jane Bullova Conference Ctr.
175 Route 32
New Paltz, NY 12561

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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% SUB TOTAL TOTAL $

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

PAYMENT DETAILS – PLEASE PRINT

- [ ] Check
- [ ] Money Order
- [ ] MasterCard
- [ ] Visa

CREDIT CARD NUMBER  expiration date  CVC CODE 

BILLING STREET ADDRESS  BILLING ZIP CODE

Like Us! Ulster Boces