

How to Register FOR PROGRAMS STARTING FEBRUARY AND MARCH

REGISTRATION POLICY

Full payment (tuition and fees) made by check, money order, or credit card (MasterCard or Visa) is required at registration. **NO CASH PAYMENTS WILL BE ACCEPTED**



By Telephone

Call (718) 960-8512

MasterCard or Visa accepted. Have credit card number and expiration date available.

Monday through Thursday:

9 a.m.-6:45 p.m.

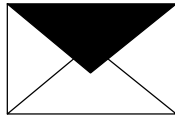
Extended hours: Feb. 9-Feb. 26,

9 a.m.-7 p.m.

Friday: 9 a.m.-4:30 p.m.

Saturday: Beginning Jan. 10,

9 a.m.-1:45 p.m.



By Mail

Mail registration form with payment to

**Lehman College
Office of Continuing Education
Carman Hall, Room 129
250 Bedford Park Boulevard West
Bronx, New York 10468-1589**

Payment should be made by check, money order, or credit card (MasterCard or Visa accepted) for the *full* amount of tuition plus \$17 registration fee, and other applicable fees.

- Make checks or money orders payable to Lehman College.
- Credit card registration should include credit card number, expiration date, signature, and **cardholder's name**.

By FAX

FAX your completed registration form 24 hours a day, seven days a week.

Include **credit card** information. FAX (718) 733-3254.



COLLEGE IMMUNIZATION REQUIREMENTS

New York State Department of Health (DOH)

In Continuing Education, this regulation applies only to certificate program students enrolled in three or more courses per semester for a total of 9 CEUs or more.

Effective August 1990, all students born on or after January 1, 1957 must demonstrate proof of immunity against measles, mumps and rubella.

Students must bring copies of their immunization records to the Student Health Center, T-3 Building, Room 118 before registration.

Immunizations are available at no charge at the Student Health Center. Call (718) 960-8900 for further information.

In Person



On the Lehman College Campus

Office of Continuing Education
Carman Hall, Room 129

Gate 2 entrance, Goulden Avenue.

- See schedule in first column.
- Registration is continuous until classes begin.
- **NO CASH PAYMENTS WILL BE ACCEPTED**

For Students Registering by Phone, Mail or FAX

A tuition receipt will be mailed along with classroom assignments to those students who have completed their registration two weeks before the first day of classes. **All other students should come to the Office of Continuing Education, Carman Hall, Room 129, to pick up receipts and classroom assignments.**

STUDENTS MAY NOT ATTEND CLASSES WITHOUT A TUITION RECEIPT.

Registration Information (Continued)

If a room location is not available at the time of registration, it is the student's responsibility to call (718) 960-8512 prior to the first class meeting.

The College does not notify students in the event a course is cancelled. Students are advised to verify the status of courses by calling the Office of Continuing Education, (718) 960-8512, no earlier than 24 hours prior to the first class meeting.

Tuition and Fees

Tuition is stated with course listing and must be paid *in full* at the time of registration. The registration fee (\$17) is payable once each semester. Checks and money orders should be made payable to Lehman College. Tuition and fees are subject to change by action of the Board of Trustees of The City University of New York without prior notice.

Discounts: Senior citizens (65 years or older) pay only 75 percent of the stated tuition for courses in Personal Development (see pages 38-40). In order to qualify for the reduced rate, they must certify that they are at least 65 years of age at the time of registration.

Lehman College permanent, full-time and part-time staff who present a validated ID card at registration will be given a 50 percent discount toward the tuition of *one* course per semester provided seats are available.

Note: Discounts referenced above will be given on tuition only. There are no discounts given on computer courses, Bridge to College courses, or any course \$45 or less under any circumstances.

Financial Support

Continuing Education in The City University of New York senior colleges does not receive tax support for its programs. All Continuing Education programs, activities, and expenses are supported by income derived solely from tuition and fee assessments.

Fees for Spring 2004

\$17	Registration, payable each semester
\$ 4	Transcript
\$ 4	Certificate Request
\$25	Application for certificate programs
\$15	Testing
\$16.25	Returned checks
\$10	Replacement of lost CUNYCard
\$ 3	Replacement of lost tuition receipt

Two Federal Income Tax Credits

You may be eligible for one (1) of the following tax credits:

Lifetime Learning Credit - This credit applies to tuition and fees for undergraduate and continuing education course work. A family can claim on its tax return a credit equal to 20 percent of \$5,000 of qualified educational expenses to a maximum benefit of \$1,000 each year.

Hope Scholarship Credit - This tax credit provides a credit per student equal to the first \$1,000 of tuition and fees (but not room and board expenses) and half of the next \$1,000 of tuition and fees. The Hope credit can be claimed only for two tax years and can apply only to the first two years of postsecondary education.

Students are advised to consult with their income tax preparer or the IRS.

Campus Parking

The spring 2004 parking sticker costs \$35 (check or money order payable to Lehman College) and requires copies of the following documents:

- **Driver's License**
- **Vehicle Registration**
- **Continuing Education Registration Receipt**

In Person

Parking stickers may be purchased in Shuster Hall, Room 080 (Gate 4), Monday-Friday, 8 a.m.-5 p.m. For additional hours, call (718) 960-8601.

Mail-In

Mail-in requests for parking stickers require copies of the documents referenced above, the \$35 fee, **plus a self-addressed stamped envelope**. Mail requests to:

Lehman College
Shuster Hall, Room 080
250 Bedford Park Blvd. West
Bronx, New York 10468-1589.

Parking is available on Goulden Avenue in the North Lot, Monday-Friday, 9 a.m.-6:30 p.m. After 6:30 p.m. parking is available in the South Lot. Both lots are open on weekends.

For further information call (718) 960-8601.

Metered Parking

Parking at meters may be available on Goulden Avenue.

Registration Information (Continued)

Financial Assistance

- Many employers and/or unions provide tuition reimbursement or direct funding. Members of DC 37 or Local 1180 may apply for reimbursement on a per course basis. Call DC 37 at (212) 815-1663 or Local 1180 at (212) 966-5353 for details.
- The Personal Financial Planning Program (PFP) is approved for veteran's benefits.

Refunds

Full refunds are granted for courses cancelled by the College. Students may transfer to another course with the same or higher fee without penalty. In all other cases the following policy applies:

Prior to first class: A credit for any class of equal tuition or 100 percent refund less the registration fee.

Prior to second class: A credit for any class of equal tuition or 50 percent refund less the registration fee.

Lehman College is not able to offer any refunds after the meeting of the second class for any reason. Non-attendance does not exclude the student from the rules of this policy.

There are no refunds after the start of classes for courses of less than four weeks duration. **Requests for refunds should be made in writing and postmarked before the date of the first class for 100 percent refunds and before the second class for 50 percent refunds.** Refunds will be processed after the registration period is over (spring/fall—6-8 weeks; summer—4-6 weeks).

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 Real Estate Salesperson's and Broker's courses, Alcoholism and Substance Abuse Counselor courses, English as a Second Language courses, and Pre-College for Kids and Pre-College for Teens courses.

I.D. Information

The CUNYCard is the identification card for Lehman College students. There is *no fee* for the CUNYCard unless it is lost.

The following students **MUST** have this photo I.D.:

- Students enrolled in *Paralegal Studies, Computing and Information Technology*, keyboarding and word processing courses.
- Children and teens enrolled in computer classes.
- Students, both adults and children, enrolled in classes held in the *Athletic and Physical Education Complex* (The APEX).
- Students who plan to use the library facilities.

Students enrolled in *all other programs* are required to secure a non-photo *Continuing Education* I.D. at the time of registration.

CUNYCards must be validated each semester.

The schedule to obtain the CUNYCard is available in the Office of Continuing Education.