

FAST FAX REGISTRATION FORM (can also be used for mail in)

USE THIS FORM for College Sponsored CLASSROOM PROGRAMS, TELE-SEMINARS, TELE-CONFERENCE WORKSHOPS, HOME STUDY and SELECT Co-Sponsored Programs (these programs have the asterisks** after the title). For all other Co-Sponsored programs register with the sponsoring organization.

Additional ways to register: at our secure website, https://www.nycc.edu/PostGrad_signup.htm or call the Postgraduate Office at 800-434-3955 ext 132, 135 or 516-796-5923 ext 181.

Register for NYCC On-line programs: go to www.nycc.edu, click on Postgraduate & Continuing Education, select Continuing Ed Online Learning, to either register or view On-Line programs.

For all NYCC classroom programs and select co-sponsorships, the following WILL BE ENFORCED:

Early Registration Deadline:

Attendees **MUST** be registered and paid with a credit card number and expiration date, or a check by 3:00 pm, one week before the seminar is to take place to avoid additional fees.

For classroom programs: All unpaid/ late registrations and at door registrations are subject to the following fees: add \$50.00 (11-13 hr programs), add \$25.00 (6-8 hr programs), add \$15.00, (3 hr programs).

For tele-seminars/ tele-conference workshop series: All unpaid/ late registrations are responsible for the following fees: add \$15.00 plus additional postage and handling charges incurred for teleseminars; add \$50.00 plus additional postage and handling charges incurred for tele-conference workshops.

Cancellation Policy: Cancellations within one week of classroom or telephone seminars, but prior to notes being emailed, are subject to an administrative fee: \$50.00 for 11-13 hr seminars, \$25.00 for 6-8 hr seminars, \$15.00 for 3-4 hr seminars. Cancellations of a classroom program or teleseminar after notes have been emailed (including No Shows) are subject to a processing fee: \$140.00 for 11-13 hr seminars, \$75.00 for 6-8 hr seminars, \$40.00 for 3-4 hr seminars.

Cancellations for tele-conference workshop series after notes have been emailed, but prior to first session, are subject to a \$150.00 processing fee; there are no refunds after the first session.

All postage fees are non-refundable.

Invalid credit cards are subject to a \$10.00 fee and **returned checks** are subject to a \$20.00 fee.

Discounts see policy page / tuition chart.

In order to give proper CE credit we **MUST** have your SS# or Fed Id#, NPI#, and all license #'s.

For further information call the Postgraduate Office at 800-434-3955 ext 132/135 or 516-796-5923 ext 181

REGISTRATION REQUEST

Office Use Only: PGID _____ COURSE ID # _____

SS# Fed ID# NPI# _____

First Name _____ MI _____ Last Name _____ Credential _____

Full Mailing Address (Home / Office) _____

Full Billing Address (same as above) _____

Daytime Phone # (_____) _____ - _____ Fax # (_____) _____ - _____

Cell Phone # (_____) _____ - _____ Email _____

State _____ License# _____ State _____ License# _____ State _____ License# _____

Name of Program _____ Session/ Date _____ Location _____

Course Amount \$ _____ Discount? Alumni Pre-pay 50+ lic Fac/Stu Other

A/C _____ Late Fee Walk-in Postage dec cc/ ret check Other

Payment: VISA MC Discover Check (payable to NYCC) Cash

Credit Card # _____

Expiration date _____ / _____ 3 Digit Security Code _____ Total Amount \$ _____

Office Use Only - Confirmation: Email Fax US mail Other

Credit Card Users May Fax Completed Registration with payment information to (516) 735-3037.

Mail Completed Registration Form with payment to NYCC Postgraduate Office 70 Division Avenue, Levittown, NY 11756.

Please copy this form for future use

Check policy page or website for policy statements and other important information

NYCC Sponsored Postgraduate & Continuing Education Seminars

Policy Statement

NYCC Postgraduate Department makes every attempt to offer programs as publicized. We nevertheless reserve the right to alter and/or adjust program details, including but not limited to dates, locations, times, instructors, and presentation sources and sequences. You are encouraged, therefore, to contact the NYCC Postgraduate Department to confirm program details before attending sessions. NYCC is not responsible for expenses and/or consequential damages suffered by registrants of altered programs.

License Renewal: appropriate applications relating to credit hours for license renewal in selected states have been executed for these programs. For information regarding these applications (including current state approvals) please contact the NYCC Postgraduate Dept. Additional state's approval may be requested by attendee: please allow ample time for processing; state processing fees apply.

Tuition Chart (exceptions are listed at course information)

Class Times and Costs for most College Sponsored Programs at Campus, Clinic or Off-Site Locations: ☐☐☐

Tuition rates are based on early registration deadline (see fast fax registration page for more details)

		<u>Tuition for DC</u>	<u>Alumni</u>
3 hour programs:	Thursday 1:00 pm - 4:00 pm	\$ 75.00	\$ 67.50
Teleseminars:	Thursday 1:00 pm - 4:00 pm	\$ 80.00*	\$ 80.00 (no discount)
6 hour programs:	Saturday 1:00 pm - 7:00 pm	\$150.00	\$135.00
	Sunday 8:00 am - 2:00 pm ⁺	\$150.00	\$135.00
	Thursday 9:00 am - 3:00 pm	\$150.00	\$135.00
12 hour programs:	Saturday 1:00 pm - 7:00 pm ⁺	\$275.00	\$247.50
	Sunday 8:00 am - 2:00 pm ⁺		
Tele-Conference Workshops:			
	Weekdays 1:00 pm – 3:00 pm	\$290.00* (6 sessions)	\$290.00* (no discount)
6 hours of a 12 hour classroom program:		\$150.00	\$135.00
13 hour program:		\$295.00	\$265.50
	Saturday 8:00 am – 5:00 pm	\$210.00 Sat only	\$189.00 Sat only
	Sunday 8:00 am – 12:00 pm	\$ 95.00 Sun only	\$ 85.50 Sun only

*Plus additional postage and handling charge if notes mailed via US Mail.

⁺unless otherwise noted

Discounts for all college sponsored classroom programs: there is a 10% discount for NYCC alumni and a 50% discount for DC's who have been licensed for 50 years or more (discounts cannot be combined, certain restrictions apply);

If taking separate NYCC sponsored Sat class and NYCC sponsored Sun class in the same weekend, the price is the same as a 12 hr NYCC sponsored program, rather than the price of two 6 hour programs;

NYCC Faculty and NYCC students are free, but must register in advance (limited seating, certain restrictions apply)

No Discounts for faculty, students or alumni for Teleseminars, Tele-Conference Workshop Series, On-line, and Homestudy.

○○ Seminar Broadcast's (Interactive Video teleconference - IVTC), can take place in up to 3 locations – Depew Health Center, Levittown Health Center, and Seneca Falls Main Campus. Host site indicates the location of the course instructor. Other sites will be linked by video teleconferencing. Additional classroom locations throughout New York State are in the hotels listed below.

[See Fast Fax Registration Form for additional registration and cancellation policies](#)

Class Locations for College Sponsored Programs:

<p>Depew, NY (Buffalo area) New York Chiropractic College Chiropractic Health Center 4974 Transit Road Depew, NY 14043 (716) 685-9631</p>	<p>Levittown, NY (Long Island) New York Chiropractic College Ernest G. Napolitano Postgraduate & Continuing Education Center 70 Division Avenue Levittown, NY 11756 (516) 796-5923 ext 132, 135</p>	<p>Seneca Falls, NY New York Chiropractic College Main Campus 2360 State Route 89 Seneca Falls, NY 13148-0800 (315) 568-3000 IVTC – Academic II (Research building)</p>
	<p>Armonk, NY (Westchester) La Quinta Inn & Suites 94 Business Park Dr. Armonk, NY 10504 (914) 273-9090</p>	

May 8, 2010

For **Co-Sponsored programs where NYCC is the registrar**, indicated by ** in the brochure – Call NYCC Postgraduate Office for tuition rates, class hours and exact locations at 800-434-3955 x132, 135.

For **Co-Sponsored programs**, including: further information, tuition fees, registration, class times and exact locations, please contact the sponsoring organization via phone or visit their website.