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.

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

**Early Registration Deadline**: Attendees MUST be registered and paid via credit card or check by 3:00 pm, one week before the course is to take place, to avoid additional fees. All unpaid/late registrations and at door registrations are subject to the following fees: add $50.00 (11-13 hr programs), add $25.00 (6-9 hr programs), add $15.00 (3-4 hr programs), add $10 (1-2 hr webinars).

**Cancellation Policy**: All refunds must be requested within 7 days of the course completion. Cancellations within one week of course, but prior to notes being emailed, are subject to an administrative fee: $50.00 for 11-13 hr seminars, $25.00 for 6-9 hr seminars, $15.00 for 3-4 hr seminars, $10 for 1-2 hour webinars. Cancellations of a course after notes have been emailed (including No Shows) are subject to a processing fee: $145.00 for 11-13 hr seminars, $80.00 for 6-8 hr seminars, $40.00 for 3-4 hr seminars, $25.00 for 2 hr webinar, $13 for 1 hr webinar. 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** 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);
- 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 On-line, and Webinar programs.

**Webinars**: ONLY initial log time will be recorded, not subsequent log-ins and a sufficient time-log is mandatory to receive CE credit. NO SMART PHONE/DEVICE CAN BE USED TO OBTAIN CE CREDIT. Should you choose to use these devices, your time log may not be recorded properly by GoToWebinar, and therefore NO CE CREDIT will be awarded.

**Lecture Notes**: Lecture notes will be emailed whenever possible. Should an attendee request a hard copy, the fee is $1/page.

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.

For a complete listing of all programs, be sure to visit the New York Chiropractic College website at [http://www.nycc.edu](http://www.nycc.edu) (Post-Graduate)

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