

Education and Training Associates

Registration Form for Course 3 “Advanced Classroom Management” to be held on Saturday and Sunday, May 16 and 17 and the following Saturday May 23, 2020 in Manhattan from 8:30 AM until 6:30 PM each day except on Saturday, May 16, 2020 when it starts at 9:00 AM when the school opens.

READ THIS BEFORE FILLING OUT THE FORM!

- KEEP A COPY OF THIS FORM FOR YOUR RECORDS IN CASE OF A PROBLEM.
- ON OR ABOUT MONDAY MAY 11, 2020 A DETAILED CONFIRMATION LETTER WILL BE SENT “BY EMAIL ONLY” TO YOURSELF AND/OR YOUR SCHOOL.
- MAKE SURE THERE IS AT LEAST ONE CORRECT AND LEGIBLE EMAIL ADDRESS!

Registrations postmarked later than Monday May 4, 2020 will be charged an additional \$25 late fee for a total of \$300.00

If you have any questions call E&TA at 302-387-1363 or email educationandtrainingassoc@comcast.net

Steps to Successful Registration

1. Please read and sign the conditions on page 2 of this form. Especially note the **date** for the **financial penalties** for **registration after the closing date above**.
2. Download as many copies of this form as you may need for **each course** and **each teacher**.
3. Fill out the registration form below. Please print the teacher’s (your) formal name on your teaching permit/license or your legal name if there is no permit or license. NO NICKNAMES!
4. Mail this form enclosing a check or money order for **\$275.00 per teacher per course** made out to Education and Training Associates to the following address:

Education and Training Associates
20 Trapbrook Drive
Macedon, NY 14502

PLEASE PRINT OR TYPE and provide ALL information – THANK YOU!

Full Name (as it appears on your permit or legal name) _____
Home Address _____
City, State, Zip _____
Best phone to reach you (_____) _____
Best E-mail Address to reach you _____
School Name _____
 (“Independent”) if not teaching
School Address _____
City, State, Zip _____
School Phone (_____) _____ School Fax (_____) _____
Supervisor’s Name _____ Extension # _____
Supervisor’s E-mail Address _____

THIS FORM MUST BE SIGNED AND RETURNED WITH YOUR REGISTRATION FORM AND A CHECK OR MONEY ORDER!

CONDITIONS OF REGISTRATION FOR COURSES 1, 2 AND 3

1. Certificates accepted by the New York State Education Department / Bureau of Proprietary School Supervision will be granted upon satisfactory completion of each course.
2. Successful completion of Course 1 is required prior to a student being admitted into either Course 2 or Course 3. The state permits students to take Course 3 before taking Course 2.
3. In the event of insufficient enrollment, A Course may be cancelled by Education and Training Associates (E&TA) prior to the scheduled starting date and the full tuition will be refunded.
4. Following the New York State Education Department's guidelines, E&TA requires that each student complete the 30 clock hours of the Course.
5. No student may be absent from the first day of any Course.
6. Any missed day(s) must be made up. There will be a \$75.00 processing fee assessed to the student for each make-up day. The student must submit a new registration form and include the processing fee for the Course during which he or she will make up the missed day(s). Course 1 must be completed within three months of the ending date of the original Course. Courses 2 and 3 must be completed within six months of the ending date of the original course. It is the obligation of the student to contact E&TA regarding future Course availability for make-up sessions.
7. All applications, including the tuition payment per student must be postmarked no later than the closing date indicated on the application. If there is sufficient space in the Course, late registrations will be accepted for an additional late registration fee of \$25.00.
8. Cancellation by the student of a registration *in writing only*, postmarked or E-mailed at least 7 days prior to the start of the Course will entitle the student to a refund of tuition paid, minus a \$75.00 processing fee. In the event of a late cancellation, E&TA will provide a refund in the amount of the tuition minus a \$100.00 processing fee.
9. No refunds will be granted after the Course has begun.
10. Any rude or unprofessional behavior can result in dismissal. The tuition will be refunded minus a \$100.00 processing fee. No certificate will be awarded and the student will be barred from any further Courses with Education and Training Associates.

I have read, understand and agree to abide by the above conditions.

Signature _____ Date _____