

Education and Training Associates

Registration form for Course 3 “Advanced Classroom Management” to be held ONLINE USING A PROGRAM CALLED ZOOM. You must have access to a computer, laptop or tablet with a camera and a microphone. The course will be held on Friday, Saturday and Sunday, July 7, 8, 9, 2023. There are only 25 seats for this class. Act quickly.

STEPS TO A SUCCESSFUL REGISTRATION

1. Please READ and TYPE YOUR NAME on the Conditions of Registration on Page 2 of this form.
2. Type to fill the registration form below. Please No Nicknames.
3. Mail a check or money order for \$300.00 to “Education and Training Associates, 23 Dawson Lane, Camden DE 19934-4567” by Priority Mail or Fed Ex. with your return address. FOR CHECKS OR MONEY ORDERS ISSUED BY ANYONE OTHER THAN THE STUDENT, THE STUDENT’S NAME AND RETURN ADDRESS MUST BE ON THE ENVELOPE.

If you have any questions CALL E&TA at 302-387-1363 between 9Am and 5 PM and leave a message. We WILL RETURN YOUR CALL
OR EMAIL US AT Educationandtrainingassociates@comcast.net

PLEASE TYPE and provide ALL information – THANK YOU!

Full legal Name _____

Home Address _____

City, State, Zip _____

Best email address to reach you _____

Best phone number to reach you _____

School Name for which you work _____

City State Zip of School _____

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 by rules of the Bureau of Proprietary School Supervision. BPSS does permit students to take Course 3 before taking Course 2.
3. In the event of insufficient enrollment, the 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 \$100.00 processing fee assessed to the student for any make-up day.
7. 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.
8. No refunds will be granted after the Course has begun.
9. 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 by Education and Training Associates. The student must seek another vendor for Course 1.

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

Signature _____ Date _____