

AFP REGISTRATION FORM

For information call 516 686.7722. Please be prepared to **fax** the necessary credit card information for processing the registration. **FAX 516.686.7716.**

To register by mail, complete the registration form and send it back with a check, a copy of purchase order, or credit card information. Confirmation will be mailed to you upon receipt. Please list only one person per form.

To Register ONLINE, go to www.nyit.edu/treasury_certificate

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Company: _____

Business phone: _____

Home phone: _____

Email: _____

Course: _____ Section: _____

Day/Time: _____

Date of Birth: _____

Registration Fee: \$1495 AFP Learning System

\$1395 AFP Learning System if AFP member or NYIT alumni or NYIT student

AFP membership number _____

Have you previously attended NYIT? Yes No If yes, when? _____

Payment Method:

Check enclosed (payable to New York Institute of Technology)

Mail to: New York Institute of Technology, Center for Human Resource Studies, Wisser Library, Room 337, Northern Boulevard, Old Westbury, NY 11568-8000

By authorizing a registration or by dropping and/or adding or withdrawing or being dismissed from the courses I registered for this semester, I agree to be charged in accordance with the schedule set forth in NYIT's online catalogs and nyit.edu with respect to payment of tuition and fees, refunds, dropping and adding courses, and, withdrawal and dismissal policies and procedures. I agree to be bound by this registration form and abide by NYIT's rules and regulations set forth in NYIT's online catalogs and nyit.edu. I agree to pay my debt to NYIT for any amounts due for tuition and fees and other charges. If my charges are not paid when due, I agree to pay NYIT all fees and costs associated with the collection of my delinquent account. In addition to payment of the principal amount due, the additional fees and costs may include collection agency fees constituting 33 to 50 percent of the principal amount due if NYIT engages a collection agency to collect payment; legal fees of 33.3% of the principal amount due if NYIT engages legal counsel to collect payment; and any and all interest on the outstanding balance at the maximum legal rate allowed by law and; any and all other costs associated with collection of the amount due NYIT. I understand my obligation to pay some or all of these additional fees and costs associated with collection of my delinquent account.

Signature _____

MasterCard Visa American Express Discover

Cardholder's Name: _____

Card Number: _____ CSC code: _____

Expiration Date: _____

Authorized Signature: _____

There is a 5 percent discount for senior citizens.

NYIT reserves the right to cancel any class, change class schedule, divide a class, or change instructors if necessary. Students will receive a full refund for any course for which they have enrolled that is canceled by NYIT.

WITHDRAWAL AND REFUND POLICY:

No refunds will be granted for withdrawal from any non-credit course on or after the first scheduled day of class. Withdrawal must be in writing. Telephone cancellations cannot be honored.