



800 Troy-Schenectady Road, Latham, NY 12110-2455
518-213-6000 800-528-6208 FAX 518-213-6456
www.nysut.org/elt

Textbook/Course Materials Policy

Our special promotion has been extended and textbooks are included in our 3-credit graduate courses. Textbooks will be distributed at the first class session.

Online courses materials will be sent directly to participants. Participants should expect to receive materials on the starting date of the class.

Course Registration Information

Registering for NYSUT ELT courses has never been easier! Participants can register:

- Online 24 hours a day, 7 days a week @ <https://eltweb.nysut.org/iqweb/Secure/logon.asp>
- By phone at 800-528-6208; Monday-Friday; 8:30 am – 5:00 pm.
- Download the ELT registration form from www.nysut.org/elt and either:
 - Fax the registration form to 518-213-6456;
 - Mail the registration form to NYSUT ELT, 800 Troy-Schenectady Road, Latham, NY 12110

Registration Guidelines

A \$100 deposit is required to register for each course of which the \$50 non-refundable deposit is included.

Tuition must be paid in full on or before the course start date. Participants will be placed on hold with NYSUT ELT and sponsoring college until tuition is paid in full.

Tuition can be paid by check or credit card (MasterCard, VISA or Discover). Checks should be made payable to NYSUT ELT.

Participants can pay:

- online with a credit card at <https://eltweb.nysut.org/iqweb/Secure/logon.asp>
- by mail to NYSUT ELT, 800 Troy-Schenectady Road, Latham, NY 12110
- by phone at (800) 528-6208

When a course has filled, a wait list is established on a first come-first served basis. Wait list participants will be contacted via email in turn as openings become available. The \$100 deposit is not required when a participant is wait listed.

NYSUT ELT reserves the right to cancel a course if there is insufficient enrollment. To avoid disappointment please register early! Courses are reviewed two weeks prior to start dates. Participants will receive an email informing them of the cancellation and a refund will be issued. If a participant has an outstanding balance, the money paid will be applied to the balance due.

Registration Guidelines Cont'd

Participants must possess a Bachelor's Degree to register for graduate credit.

On-line course participants will receive log on and passwords via email on the course start date directly from the vendor.

Inservice credit is available for most courses, however **prior approval must be obtained by participant's school district**. Participants have up to the end of the semester to switch credit type.

Withdrawal & Refund Policy

If a course is canceled by the Trust, all paid tuition is 100% refundable.

Withdrawing from Classroom Courses:

- Participants can withdraw prior to the course start date or at the end of the first class and will receive a refund of paid tuition, less the \$50 non-refundable deposit.
- Participants who withdraw prior to the course start date must do so in writing and send to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT. Withdraw notification to NYSUT ELT must be in writing and should be sent to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- No refunds given after second class.
- Textbooks must be given to the instructor in condition to be resold as new. If textbook is used and cannot be resold a \$100 fee will be charged to participant.
- Refunds will only be issued after textbooks are received.

Withdrawing from On Line Courses:

- Participants can withdraw prior to the course start date or at the end of the first class and will receive a refund of paid tuition, less the \$50 non-refundable deposit.
- Participants who withdraw prior to the course start date must do so in writing and send to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT. Withdraw notification to NYSUT ELT must be in writing and should be sent to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- No refunds given after second class*.
- Textbooks/materials must be sent to NYSUT ELT (800 Troy Schenectady Road, Latham, NY 12110) in condition to be resold as new. If seal is broken on textbooks/materials, they cannot be resold. A \$130 fee will be charged to the participant.
- Refunds will only be issued after textbooks/materials are received.

** Special consideration will be given to participants who experience difficulty with log on/password and receipt of textbooks/materials.*

Withdrawing from CD Courses

- Tuition for CD-based courses is non-refundable.
- Materials cannot be returned.

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