

Baruch COLLEGE

The City University of New York

CONTINUING AND PROFESSIONAL STUDIES

Certificate Program Application

Name:				
	<u>First Name</u>	<u>Last Name</u>		
Date of Birth:	<input type="text"/> <u>Month</u>	<input type="text"/> <u>Day</u>	<input type="text"/> <u>Year</u>	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male
Local Address:			Apt.:	
City:		State:		ZIP:
Home #:		Work #:		
Cell #:		E-mail:		
<u>Admission Term: please check one</u>				
<input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				
		<u>Year:</u>		
Certificate Title		Date of Application		
<input type="checkbox"/>	<u>Current Employer</u>		<u>Title</u>	
<input type="checkbox"/>	<u>Educational Background</u>			
	<u>School Name</u>	<u>Start Date</u>	<u>End Date</u>	<u>Degree/Diploma</u>
	1.			
	2.			
	3.			
<u>Payment Method: please check one</u>				
<input type="checkbox"/> Full Certificate Package at a discounted price <input type="checkbox"/> Pay by individual course at full listed price				
<input type="checkbox"/> Cash	<input type="checkbox"/> Check/M.O.	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> American Express
Credit Card or Check Number	Expiration Date	Cardholder's Name (Print)	Cardholder's Signature	

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CONTINUING AND PROFESSIONAL STUDIES Registration Directions

Phone:

(646) 312-5000

Monday-Thursday: 9am-7pm

Friday: 9am-5pm

Closed Saturday and Sunday

Mail:

You may mail the registration form with your check, money order, or credit card number to:

Baruch College

Division of Continuing and Professional Studies

One Bernard Baruch Way

Box 1-116

New York, NY 10010

Registrations must be received five business days before the class start date to insure timely processing.

Fax:

You may fax the registration form with your credit card authorization to: 646-312-5101 Please remember to sign your name authorizing use of your credit card.

Online:

You may also review and register for your class by using our online registration option by visiting www.baruch.cuny.edu/caps. Please note: Your cancelled check/credit card statement will serve as proof of payment. You will be emailed a confirmation notice that will act as your receipt.

Registration Fee: \$25 non refundable

Payment for classes is due at the time of registration. Payment may be made by Check, Money Order, Credit Card (MasterCard, Visa, American Express or Discover). Participants will be charged a \$40 fee for returned checks.

Material Fees:

Not included with course fees unless otherwise noted. Visit our website for required textbook information

Refund Policy:

Refund requests must be made in writing and may be processed in four to six weeks if refunded.

-100% refund (including registration fee), *if Baruch College CAPS cancels a course*

If the student withdraws

- 100% less registration fee, at least 3 days prior to the first class meeting.

- Please see our Refund Policy for further details

• Credit card refunds are credited back to the card used to register for the course.

• Cash and check registrations will be refunded via a check mailed 4 to 6 weeks after cancelled registration

Emergency Cancellations:

Every attempt will be made to contact students in the event of teacher's illness or personal emergency. Please refer to our website and/or radio listings for emergency closings WCBS 880 or 1010 WINS AM.