CUNY first EMPLID (8 digit CUNY ID)

<table>
<thead>
<tr>
<th>Last name (family):</th>
<th>First name (given):</th>
<th>Middle name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Circle one:

- Mr.
- Mrs.
- Ms.
- Miss
- Dr.

Social Security number: / /

Sex: Male Female Yes No

Date of birth: / /

Veteran:

- Yes
- No

White, non-Hispanic

- African American, non-Hispanic
- Puerto Rican
- Hispanic, other
- Asian or Pacific Islander
- Native American or Native Alaskan
- Other (please specify):
- Choose not to respond

Ethnicity:

<table>
<thead>
<tr>
<th>Permanent address (street and number):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apt: City: State: Zip code:</td>
</tr>
</tbody>
</table>

| How long have you resided at the above address? |
| Telephone: Email (required): |

| Citizenship: |
| U.S. Other: |

Type of Visa:

| Are you currently enrolled as a CUNY student? |
| If yes, skip “Educational Background” and give the name of your college AND program or major here: |

- Yes
- No

Educational background: Please list all colleges and universities attended, starting with the most recent.

| Years of Attendance: |
| Name of institution: |
| Major: Degree: Date of award: |
| From: To: From: To: |

### COURSE SELECTIONS

#### Topic 3: Operations Management in Children’s Programs

- **ECE 605**: Management Systems for Quality Children’s Programs
  - Section: 01 Credits: 1 Dates: Monday, January 29 – Sunday, February 25, 2018
- **ECE 609**: Technology and Communication to Enhance Early Childhood Programs
  - Section: 01 Credits: 1 Dates: Monday, February 26 – Sunday, March 25, 2018
- **ECE 610**: Systems to Ensure Health, Safety, and Nutrition in Children’s Programs
  - Section: 01 Credits: 1 Dates: Monday, March 26 – Sunday, April 15, 2018

#### Topic 5: Designing Programs that are Good for Children and Families

- **ECE 615**: A Leadership Approach to Programming for the Whole Family
  - Section: 01 Credits: 1 Dates: Monday, January 29 – Sunday, February 25, 2018
- **ECE 616**: Programming for Children with Special Needs
  - Section: 01 Credits: 1 Dates: Monday, February 26 – Sunday, March 25, 2018
- **ECE 614**: Programming for the Whole Child
  - Section: 01 Credits: 1 Dates: Monday, April 23 – Sunday, May 20, 2018

#### Topic 6: Seminar in Children’s Program Administration

- **ECE 618**: Assessment as an Administrator
  - Section: 01 Credits: 1 Dates: Monday, March 26 – Sunday, April 22, 2018

### REGISTRATION

<table>
<thead>
<tr>
<th>TUITION</th>
<th>Amount enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>One-time Application Fee (do not pay if you have previously enrolled in an SPS course)</td>
<td>$125.00</td>
</tr>
<tr>
<td>Graduate Tuition</td>
<td>$440.00 per course</td>
</tr>
</tbody>
</table>

Amount enclosed $______________

---

For more information call: 212.652.CUNY (2869)
Total enclosed: $ _________________

Do you work for a QUALITYstarsNY program? ☐ Please indicate the ID number here: _________________

### TUITION OBLIGATIONS

Should you choose to drop the course, you will be billed by the School according to the chart below.

<table>
<thead>
<tr>
<th>Days in the Session</th>
<th>First Refund Period</th>
<th>Second Refund Period</th>
<th>After Computed Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days 1-3</td>
<td>Days 4-6</td>
<td>Final 22 Days</td>
<td></td>
</tr>
<tr>
<td>Percentage of Refund</td>
<td>50%</td>
<td>25%</td>
<td>0%</td>
</tr>
<tr>
<td>Percentage of Liability</td>
<td>50%</td>
<td>75%</td>
<td>100%</td>
</tr>
</tbody>
</table>

Quality Stars recipients should have a copy of their approved application at the time of course registration. Students who choose to register without an approved application will be subject to the tuition liability schedule.

**PLEASE NOTE:** If a student decides to drop the course, the student must notify the Associate Registrar immediately. The student will be subject to the School's tuition liability schedule and may be responsible for full payment.

### IMMUNIZATION REQUIREMENTS

Students must present proof of immunization against measles, mumps, and rubella and return a Meningococcal Meningitis Vaccination Response Form, in order to register and attend classes.

Students must complete and mail the immunization forms to the address below:
CUNY School of Professional Studies
119 West 31st Street, 1st Floor
New York, NY 10001
Attn: Registrar

Please visit the following page to learn more about immunization requirements and to download the required forms: [https://sps.cuny.edu/about/dean/policies/admissions-policies](https://sps.cuny.edu/about/dean/policies/admissions-policies).

### PAYMENT OPTIONS

Payment is due at the time of registration. You may pay your outstanding tuition via check or money order (no cash accepted) or submit a signed voucher, letter of credit, or sponsor/employer check payment by returning it to the address below:
CUNY School of Professional Studies
Attn: Bursar
119 W. 31st Street, 1st Floor
New York, NY 10001
Fax: 646-664-8722
Phone: 646-664-8640

Additional questions regarding charges and payment options can be sent to the Bursar's Office at bursar@sps.cuny.edu. If you need to request an official Bursar Bill, please submit the request by filling out the form on our website: [http://sps.cuny.edu/forms.html](http://sps.cuny.edu/forms.html).

Return this form to the address below.

CUNY School of Professional Studies
Attn: Associate Registrar
119 W. 31st Street, 1st Floor
New York, NY 10001
Fax: 646-664-8722

Print name: ____________________

I certify that the information entered on this application is complete and correct.

Signature of applicant: ____________________ Date submitted: /   /

**Financial Aid Information:**

Applicants who are applying for financial aid from the NY Early Childhood Professional Development Institute please visit: [www.earlychildhoodny.org](http://www.earlychildhoodny.org) or email cpac@earlychildhoodny.org.