REGISTRATION FORM: FALL 2016  
Child Development Associate (CDA) Certificate

Apply for admission to the CDA Certificate Program at [https://sps.cuny.edu/admissions/certificate-admission](https://sps.cuny.edu/admissions/certificate-admission)

Use this form to register for classes. Complete ALL fields in this form. Please print legibly.

<table>
<thead>
<tr>
<th>CUNYfirst EMPLID (8 digit CUNY ID)</th>
</tr>
</thead>
</table>

Circle one:

<table>
<thead>
<tr>
<th>Mr.</th>
<th>Mrs.</th>
<th>Ms.</th>
<th>Miss</th>
<th>Dr.</th>
</tr>
</thead>
</table>

Last name (family):

First name (given):

Middle name:

Date of birth:

Social Security number:

Sex:

Veteran:

[ ] Male

[ ] Female

[ ] Yes

[ ] No

Ethnicity:

[ ] 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

Permanent address (street and number):

Apt:

City:

State:

Zip code:

How long have you resided at the above address?

Telephone:

Email (required):

Years: ——

Months: ——

Citizenship:

[ ] U.S.

[ ] Other

Type of Visa:

Are you currently enrolled as a CUNY student?

[ ] Yes

[ ] No

EIP Funding:

[ ] I have received EIP funding

[ ] I understand that if I am awarded EIP funding, I am authorizing the CUNY School of Professional Studies to release information regarding my successful completion of a course to the Professional Development Program (PDP).

---

**COURSE SELECTIONS**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course name</th>
<th>Section</th>
<th>Credits</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 200</td>
<td>Child Development – Birth to 5 Years</td>
<td>01</td>
<td>3</td>
<td>Saturdays, 9:30 am – 12:00 noon 8/27/2016-12/17/2016 119 W. 31st Street</td>
</tr>
<tr>
<td>EDUC 201</td>
<td>Observing &amp; Recording Development of the Young Child</td>
<td>01</td>
<td>3</td>
<td>Saturdays, 1:00 pm – 3:30 pm 8/27/2016-12/17/2016 119 W. 31st Street</td>
</tr>
<tr>
<td>EDUC 202</td>
<td>Integrated Curriculum &amp; Learning Environments</td>
<td>01</td>
<td>3</td>
<td>Saturdays, 1:00 pm – 3:30 pm 8/27/2016-12/17/2016 119 W. 31st Street</td>
</tr>
<tr>
<td>EDUC 203</td>
<td>Program, Professional, &amp; Family Dynamics</td>
<td>01</td>
<td>3</td>
<td>Saturdays, 9:30 am – 12:00 noon 8/27/2016-12/17/2016 119 W. 31st Street</td>
</tr>
</tbody>
</table>

---

**REgISTRATION**

| One-time Application Fee (do not pay if you have previously enrolled in an SPS course or paid online) | $70.00 | N/A |
| Undergraduate Tuition* (New York State Resident Tuition Rate) | $825.00 for 1 course OR $1650 for 2 courses | $___________ |
| Consolidated Fee | $15.00 per term | $___________ 15.00 |
| Technology Fee | $62.50 per term | $___________ 62.50 |
| Total enclosed: | | |

*Please note that tuition charges and fees are subject to change by action of the Board of Trustees of The City University of New York without prior notice.

---

**TUITION**

Rev. 4/8/2016– CDA Fall 2016 / p. 1

For more information call: 646.664.8514
### Tuition Refund Schedule for Fall and Spring Semesters:

<table>
<thead>
<tr>
<th>Drop course(s)</th>
<th>Tuition Refund</th>
<th>Tuition Obligations</th>
</tr>
</thead>
<tbody>
<tr>
<td>before 1 Official Day of the Semester</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>within 7 calendar days of opening date</td>
<td>75%</td>
<td>25%</td>
</tr>
<tr>
<td>between 8 &amp; 14 calendar days of opening date</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>between 15 &amp; 21 calendar days of opening date</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>beyond 21 calendar days after opening date</td>
<td>None</td>
<td>100%</td>
</tr>
</tbody>
</table>

PLEASE NOTE: If a student decides to drop a course, the student must notify the Associate Registrar at the address below immediately. The student will be subject to the School’s refund policy 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 online or via check, money order, or payment plan (no cash accepted), or submit a signed voucher (e.g., NYS Educational Incentive Program (EIP)), 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: 646-664-8860

Additional questions regarding charges and payment options can be sent to the Bursar's Office at [bursar@sps.cuny.edu](mailto: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: [https://sps.cuny.edu/current-students](https://sps.cuny.edu/current-students).

### Financial Aid Information:

To apply for the NYS Child Care Educational Incentive Program (EIP), complete an application online at [http://www.ecetp.pdp.albany.edu/eip.shtm](http://www.ecetp.pdp.albany.edu/eip.shtm).

Apply early for the best chance of receiving funding.