

ALTERNATE ROUTE REGISTRATION AND PAYMENT FORM (Rev 05-04-17)

First Name: _____ Last Name: _____

Position: _____ Subject Area: _____ Grade Level: _____

School: _____ District: _____

Home Address: _____ Cell Phone: _____

City: _____ State: _____ Zip: _____

Work Address: _____ Work Phone: _____

City: _____ State: _____ Zip: _____

Email: _____ School Fax: _____

Payment Policy:

- Payments are due on or before your 1st day of class. A fee of \$50.00 is assessed for late payment. If payment is not received by the 3rd class meeting, registration is cancelled and candidate will not be considered enrolled.
- All returned checks will be assessed a \$25.00 fee and the subsequent payment must be received in the form of a money order.
- If a check or money order payment is made by someone other than the Alternate Route candidate, be sure to include the candidate's name on the check.
- Please make all checks and money orders payable to Rutgers University.
- All enrolled candidates must pay course fees, regardless of licensing negotiations or appeals status with the state licensing entities. CESP is not responsible for refunding fees to candidates who experience misguidance related to licensing from other sources.

Method of Payment: There are three methods of payment for our Regional Training Center.

1. You may register online with credit or debit card at <http://ce-catalog.rutgers.edu/search.cfm>
2. You may send a check or money order to the CESP office via mail. Indicate which site you are attending on your check or money order, but do not include your social security number.
3. You may pay by phone with a credit card by calling the CESP office during regular business hours.

Payment Type: Check Money Order Credit Card (online only)

Site: Bridgewater Hackensack Newark Paterson Mercer Camden Rockaway Online*

Payment for (check all that apply): 80-hour Phase I (\$590) Phase II (\$465) Phase III (\$465) Yr 2 EdTPA Prep (\$100)

50-hour Pre-Service (\$280) 45-hour Math (\$350) 45-hour Literacy (\$350)

Please identify the course start date(s): _____

Please return this completed form along with your payment to:

Alternate Route ♦ Rutgers University—CESP ♦ 80 Cottontail Lane, Suite 410 ♦ Somerset, NJ 08873

Office Use Only

Entered By: _____ Invoice Number: _____ Date Received: _____

*Candidates interested in the Alternate Route Online Option should contact the CESP office for eligibility and cost details.

REGISTRATION POLICIES

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Method of Payment:

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- You may register online with credit or debit card at <http://ce-catalog.rutgers.edu/search.cfm>. Enter "Alternate Route" in the keyword box to search for your desired course.
- You may mail a Registration Form, along with a check or money order to the CESP office at the address below. Please indicate which site you are attending on your check or money order, but **do not** include your social security number.
- You may call the CESP office during business hours to complete registration by phone with a credit card.

Registration Deadline:

- The deadline for online registration for the Pre-Service, 45-hour Math, and 45-hour Literacy courses is two business days prior to the start of the course.
- The deadline for online registration for the Phase I, Phase II, Phase III, and Accelerated Phase I courses is the first day of the course. After that, you must pay a \$50 late registration fee.

Cancellation Policy:

- If a class is undersubscribed, it may be cancelled. A full refund will be issued in such cases.

Refund Policy:

- A full refund will be issued for written cancellations received at least 10 business days prior to the course start date. Requests must be made using the Refund Request form found on our website. Verbal requests are not acceptable.
- A partial refund, less \$25.00, will be issued for written cancellations received less than 10 business days prior to the course start date.
- Refunds or credits will not be offered once the course has begun.

Contact Information:

Mail: Alternate Route
Rutgers University—CESP
80 Cottontail Lane; Suite 410
Somerset, NJ 08873

Phone: 732-564-9100
Fax: 732-564-9099
Email: altroute@gse.rutgers.edu