

REGISTRATION POLICIES

Payment Policy:

- Payments are due on or before your first day of class. If payment is not received by the 3rd class meeting, a late fee of \$50.00 will be assessed.
- 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:

- 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 bring a completed Registration Form and payment (cash, check, or money order) in person to the CESP office during regular business hours.
- We cannot accept credit card payments in-person.

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. After that, you must register in person at the CESP office during regular business hours.
- 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:

- We will issue a full refund if we need to cancel a course.

Refund Policy:

- A full refund will be issued for written cancellations received at least 10 business days prior to the course start date.
- 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

ALTERNATE ROUTE REGISTRATION AND PAYMENT FORM (Rev 08-01-14)

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: _____

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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 in person at the CESP office during regular business hours using cash, check, or money order.

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 (\$580) Phase II (\$435) Phase III (\$435)
 24-hour Pre-Service (\$200) 45-hour Math (\$325) 45-hour Literacy (\$325)

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: _____