



TUITION RATES & ELT POLICIES

Site-Based Courses:

- Three Graduate Credits: \$1,340.00
- 45-Hours Inservice Credit: \$920.00
- One Graduate Credit: \$198
- 15-Hours Inservice Credit: \$125
- ELT Text (Electronic Download):\$65

Online Course (includes a \$20 tech fee):

- Three Graduate Credits: \$1,360.00
- 45-Hours Inservice Credit: \$940.00

VESi Online Courses:

- Three Graduate Credits: \$545
- Two Graduate Credits: \$350
- Three Undergraduate Credits: \$375
- Two Undergraduate Credits: \$280

**Member who is enrolled in NYSUT Membership (active dues-paying member). Discount of 40% is applicable to our three graduate credit courses only. VESi courses are not eligible for discount.*

Tuition fees in effect through May 31, 2019.



Course Registration Information - To register for a course, please visit our website at <http://elt.nysut.org>. Most courses can be taken for Graduate or Inservice (professional development) Credit.

When a course reaches 25 participants, a wait list is established on a first come-first served basis. Wait listed participants will be contacted via email as openings become available.

NYSUT ELT reserves the right to cancel a course if there is insufficient enrollment. To avoid disappointment please register early!

Courses are reviewed two weeks prior to each start date. If minimum enrollment number is lower than 10, ELT will determine if the course will be canceled. Participants will receive an email informing them of any cancellation. Courses that have 10 or more will run and tuition is charged in full at that time.

Participants must have a Bachelor's degree to receive graduate credit.

Inservice credit is available for most courses, however **prior approval must be obtained by participant's school district**. Participants have up to the end of the course to switch credit type.

ELT is not responsible for reimbursement of tuition to students who register for the same course twice.

ELT Tuition Rates & Policies

For registration assistance or questions, please call ELT at 800-528-6208 or email at eltmail@nysutmail.org.

Textbook/Course Materials Policy - Students will purchase the Required Text(s) for ELT courses directly via their own personal, favorite bookstore. Students are required to have the proper text(s) by the class start date. Textbook information can be found on Frontline Professional Growth (Frontline) under each course description.

Some courses require a textbook fee of \$65 which will be added to the tuition fee. These Text(s) are an electronic download available only through ELT.

Participants should visit the course Team Room after registering and download all appropriate paperwork including college registration forms.

NYSUT ELT/MERCY Partnership Program - Students enrolled in the NYSUT ELT/Mercy College Partnership Program must choose to take the course either for 1) Matriculation and completion of a degree or advanced certificate or 2) to take the course as a standalone, three credit graduate course. Students will have additional information posted in Moodle with regards to both options.

10 hours field work is required for Literacy courses and those students planning on matriculating into Mercy College to receive Master's and/or Advanced Certificate in Literacy. These logs serve as a chance for self-reflection, self-assessment, and conversation with others as they examine Literacy practices and issues.

College Registration Materials – Students who desire graduate credit MUST fill out the College Registration Form(s). **All forms must be filled out completely including social security number and/or date of birth or student will not be registered with the sponsoring college and will not receive credit for the course. Participants have until the end of the course to switch credit type. Students cannot switch after the course ends.**

Transcripts are sent from each sponsoring college at end of each semester. Please refer to the Participant Course Guidelines in the Team Room for details.

Receipts and Form 1098-T - For purposes of the tuition and fees deduction and the *Lifetime Learning and American Opportunity Credits* relating to *qualified education expenses* under the Internal Revenue Code, please note that ELT does not issue Forms 1098-T, as ELT is not an eligible educational institution.

Participants who wish to deduct the cost of their course tuition as a *business expense* relating to *qualifying work-related education* for Federal income tax purposes should print a receipt of payment for each course. Receipts can be found in Frontline within each course, under Actions.

Online Courses - ELT courses are hosted on the Moodle platform and are 8 to 10 weeks long depending upon the course. Participants will need to log in DAILY to read and post information. Moodle is best supported by Firefox. It is strongly recommended that participants download Firefox at <http://www.mozilla.org/en-US/firefox/new/>

Students will receive an email from ELT before 5 pm on the day that the online course begins with an enrollment key for the course. Participants should contact ELT at eltmoodle@nysutmail.org for problems with passwords and/or technical support. Please note that the Moodle Platform works best on a computer (PC or MAC). Using tablets or other hand held devices is not recommended.

Withdrawal & Refund Policy - If a course is canceled by ELT, all paid tuition is 100% refundable.

Withdrawing from Classroom Courses:

- Participants who withdraw prior to the course start date will be charged a \$50 administrative fee.
- Participants who withdraw at the end of the first class will receive a refund of paid tuition less the \$50 administrative fee.
- Participants who withdraw prior to the course start date must do so in writing and send to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT. Withdraw notification to NYSUT ELT must be in writing and should be sent to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- No refunds given after second class.

Withdrawing from On Line Courses:

- Participants who withdraw prior to the course start date will be charged a \$50 administrative fee.
- Participants who withdraw within the first two weeks of class will be refunded half of paid tuition.
- Participants who withdraw prior to the course start date must do so in writing and send to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT. Withdraw notification to NYSUT ELT must be in writing and should be sent to NYSUT ELT at eltmail@nysutmail.org or faxed to (518) 213-6456.
- No refunds given after second week.

Withdrawing from VESi Online Courses:

- No refunds given for VESi online courses.
- Materials cannot be returned.

NOTICE OF NON-DISCRIMATORY POLICY AS TO STUDENTS: *The NYSUT Education & Learning Trust admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in its courses and programs. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admissions policies and other trust administered programs.*