

## 2024 – 2025 TUITION RATES & ELT POLICIES

### Site-Based Courses:

- Three Graduate Credits: \$1,370
- 45-Hours In-service Credit: \$950
  
- One Graduate Credit: \$460
- 15-Hours In-service Credit: \$320
  
- ELT Text (Electronic Download): \$65

### Online Courses\*\*:

- Three Graduate Credits: \$1,370
- 45-Hours In-service Credit: \$950
  
- One Graduate Credit: \$460
- 15-Hours In-service Credit: \$320

### VESi Online Courses:

- Three Graduate Credits: \$910
- Two Graduate Credits: \$585
- Three Undergraduate Credits: \$620
- Two Undergraduate Credits: \$470

\*Member who is enrolled in NYSUT Membership (active dues-paying member).

\*\*Effective June 1, 2019, students will be charged a \$30 tech fee via our Moodle Platform on the first day of class. This tech fee is non-refundable.



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

When a course reaches 25 participants, a waitlist is established on a first-come, first-served basis. Waitlisted 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 the minimum enrollment is fewer than six participants, ELT will decide whether to cancel the course. Participants will receive an email informing them of any cancellation. Courses that have six or more will run and tuition is charged in full at that time.

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

## *ELT Tuition Rates & Policies*

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

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

ELT courses meet the high academic standards of our higher education partners. The colleges have strict guidelines and expectations which ELT must adhere to for approving our instructors and courses. Many of our courses may be used to satisfy degree requirements or taken as electives. As an approved CTLE provider, ELT's courses can be used toward CTLE hour fulfillment.

### **In-service vs Graduate Credit**

When registering for a course, participants can choose between in-service credit (lower tuition) or graduate credit (higher tuition due to receiving college credit and a transcript).

**Those seeking certification are required by New York State Education Department to turn in graduate credit transcripts.** (In-service certificates will not be accepted).

Students may take multiple in-service credits, though we do not encourage more than 12 in-service credits per semester.

**Graduate credit** is limited to twelve (12) credits per college partner.

For registration assistance or questions, please call ELT at 800-528-6208 or email at [ELT@nysut.org](mailto:ELT@nysut.org).

**Textbook/Course Materials Policy** - Students will purchase the Required Text(s) for ELT courses directly via their own personal, favorite bookstore. Students must 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 University 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 more information posted in Moodle about both options.

10 hours field work is required for Literacy courses and those students planning on matriculating into Mercy University to receive Master's and/or Advanced Certificate in Literacy. These logs provide opportunities for self-reflection, self-assessment, and discussion with others about literacy practices and challenges.

**College Credit** – Students who desire graduate credit **MUST** register for Graduate Credit. Participants have until the end of the course to switch their credit type. **Students cannot switch after the course ends.**

Transcripts are sent from each sponsoring college at the 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 must 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 [ELT-Moodle@nysut.org](mailto:ELT-Moodle@nysut.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 handheld 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 [ELT@nysut.org](mailto:ELT@nysut.org).
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT.
- Withdrawal notification must be submitted in writing and sent to NYSUT ELT at [ELT@nysut.org](mailto:ELT@nysut.org).
- No refunds given after the second class.

**Withdrawing from Online 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 their paid tuition.
- Participants who withdraw prior to the course start date must do so in writing and send to NYSUT ELT at [ELT@nysut.org](mailto:ELT@nysut.org).
- Participants who withdraw at the end of the first class must inform their instructor and NYSUT ELT.
- Withdrawal notification must be submitted in writing and sent to NYSUT ELT at [ELT@nysut.org](mailto:ELT@nysut.org).
- No refunds given after the second week.

**Withdrawing from VESi Online Courses:**

- Refunds are not available for VESi online courses.
- Materials cannot be returned.

**NOTICE OF NON-DISCRIMINATORY 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.*