

The ValMyr Group

520 White Plains Road • Suite 500 • Tarrytown, NY 10591 • Phone 914-467-5225 • Fax 914-693-8335

Website: www.TheValMyrGroup.com • e-mail: contactus@TheValMyrGroup.com

Registration Form

(Please Print)

Name: _____ Social Security: _____-_____-_____

Home Address: _____

City: _____ State: _____ Zip: _____

Employer: _____ Job Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Information: Home: _____ Mobile: _____

Work: _____ Fax: _____

E-mail: _____

Emergency Contact Name: _____ Emergency Contact Number: _____

Location: Bronx Manhattan Tarrytown

Course Title	Date of Training	Fee
TOTAL		\$

Financial Assistance / Method of Payment

Check here for financial assistance.
Many courses may be eligible for New York State EIP scholarships. An application and information can be obtained at www.ecetp.pdp.albany.edu.

   Check

Money Order Bank Check EIP Award Notification Letter

Credit Card # _____ Exp. Date _____/_____/_____

EIP Award Number: _____ Exp. Date _____/_____/_____

Signature _____

Please make your check or money order payable to: *The ValMyr Group*
Mail form and payment to: 520 White Plains Road, Suite 500
Tarrytown, NY 10591

Cancellation Policy

Registration fees are not refundable. The registration fee is \$75.00 per person per course. Course fees are not refundable if attendance exceeds more than one (1) day. There are NO refunds or rescheduling for missed trainings. Thereafter, you are responsible for any tuition/reimbursement due to EIP.

PLEASE NOTE: We reserve the right to cancel courses due to insufficient enrollment or other circumstances beyond our control. If training is cancelled, the participant may choose to have a refund or a credit towards training.

Your signature indicates that you have read, understood, and agree to the statements above.

Signature _____ Date _____

OFFICE USE ONLY: Registration Form reviewed by: _____ Registrar's Signature _____

GENERAL INFORMATION

Cancellation Policy

Registration fees are not refundable. The registration fee is \$75.00 per person per course. Course fees are not refundable if attendance exceeds more than one (1) day. Thereafter, you are responsible for any tuition and costs. You are responsible for any tuition not covered by the Educational Incentive Program (EIP). Telephone cancellation is not accepted; certified mail or fax is recommended.

Returned Checks

A \$35 fee will be charged for any checks returned by the bank unpaid. Any fees incurred are the student's responsibility.

Payment

Payment may be made by check, money order, Visa, MasterCard, American Express, Discover, PayPal, or EIP Award Letter. Proof of having applied for EIP is **Not** considered payment. Only an EIP Award Letter is accepted as payment. If you have applied for EIP but not received the award letter, you are responsible for payment before the start of the training. Please call (800) 295-9616 for EIP Information or visit www.ecetp.pdp.albany.edu.

No Certificate of Completion, Certificate of Training or Course Transcript will be issued until payments have been made in full.

Security/Personal Safety

Appropriate safety standards are adhered to in all classes. All students are required to follow the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct, the Adam Clayton Powell, Jr., New York State Office Building, Office of General Services, and The ValMyr Group safety and security regulations. Students are required to maintain appropriate business and professional behavior while on the training site. Prohibited behavior includes abusive language, violence, alcohol on breath or drug use, and sexual harassment, among other behaviors. Disregard for these prohibitions may warrant notification of emergency authorities and removal from the program. No refunds will be made.

Changes and Closings

The ValMyr Group reserves the right to make faculty substitutions at its discretion. The ValMyr Group also reserves the right to cancel any under-enrolled class and return all fees. Time and date changes and other rescheduling may be made if necessary. In the event of severe weather or other emergencies, classes may be cancelled and every effort will be made to reschedule the class. For information on emergency closings, please call: (914) 830-2272.

- Classes are currently held at Mt. Morris Ascension Presbyterian Church, 16-20 Mt. Morris Park West, at 122nd St. New York, New York 10027
- All other locations call: (914) 467-5225 or (914) 830-2272

Children

Children are not allowed at trainings. Please make other child care arrangements for your child (ren).

Your signature indicates that you have read, understood, and agreed to the statements above.

Signature: _____ Date: _____

OFFICE USE ONLY: Registration Form reviewed by: _____
Registrar's Signature