MAIL
You can mail in your registration prior to the start of class. Complete the form on page 37 and mail with your check or money order (payable to KCC CONTINUING ED) or credit card information to:

Continuing Education - Room M-233
Kingsborough Community College
2001 Oriental Boulevard, Box C
Brooklyn, NY 11235-2333

Time permitting, we will confirm your registration by mail prior to the first class.

FAX: 718-368-5200
Fax registrations are accepted using Visa, MasterCard or Discover, seven days a week, 24 hours a day.

PHONE: 718-368-5050
Phone registrations are accepted using Visa, MasterCard or Discover, Monday through Friday from 9:30am-4:30pm.

ONLINE: WWW.KBCC.CUNY.EDU
Just click on Continuing Education. Visa, MasterCard or Discover accepted.

IN PERSON
See Calendar on page 38 for registration dates and locations.

Daytime walk-in: Mon, Mar 28, 2016 through Friday, May 6, 2016 from 9am-4pm in Room A-205 in the Administration Building, 2nd floor. Cash, check, money order, debit card, Visa, MasterCard or Discover accepted.

Evening walk-in: Mon, Apr 11, 2016 through Thur., Apr 14 from 6-9pm in room U219 and from Apr 18 -May 5, 2016 from 6-9pm in Room A 205 in the Administration Building, 2nd floor.

Weekend: Saturday, Apr 9, 16, & 30 in room A-205, from 8:30-11:30am & Sunday, Apr 10 & 17 in Room A-205 from 8:30-11:30am.

For TASC™ and ESL programs, allow extra time for assessment to determine your placement.

FEES
For each course offered, a course fee is clearly indicated.
- A non-refundable registration fee is required each semester regardless of the number of courses taken
- Parking is extra and is available on a first-come, first-served basis
- A materials fee may apply to some courses

REFUNDS
Full refunds (minus the $25 non-refundable registration fee) will be processed, upon written request to the Continuing Education Office at least 2 days before the course begins. No refunds will be made once a course has begun. A full refund (including the registration fee) will be processed if we cancel a class.

COLLEGE RULES AND REGULATIONS
All Continuing Education participants are required to follow College rules and regulations. Check the Kingsborough web site at www.kbcc.cuny.edu for more details.

IDENTIFICATION
All Continuing Education students are required to carry an updated photo identification card at all times. A Photo identification card is issued by Kingsborough Community College in Rooms L202 and L222.

NOTIFICATION OF POLICY
Kingsborough Community College is an Equal Opportunity and Affirmative Action Institution. The College does not discriminate on the basis of age, sex, sexual orientation, religion, race, color, national or ethnic origin, handicap, veteran, or marital status in its student admissions, employment, access to programs, and administration of its educational policies.

Kingsborough Community College has a College Affirmative Action Officer and Coordinator for Title IX, which prohibits sex discrimination in federally-assisted education programs. This Officer is also the College Section 504 Coordinator for the handicapped. The office is located in Room V-125, for more information call (718) 368-6896.

NOTICE OF POSSIBLE CHANGES
Programs, requirements, and courses are subject to change without advance notice. Tuition and fees set forth in this publication are similarly subject to change.

APPROVED TRAINING COURSES
Most certificate programs are approved by the New York State Department of Education for the training of veterans and others eligible in accordance with Section 1775, Title 38, U.S. Code.

TAX DEDUCTION OF EXPENSES
An income tax deduction is allowed for expenses of education undertaken to maintain and improve professional skills. Please consult your accountant.

REIMBURSEMENT BY EMPLOYER OR UNION
Reimbursement by Employer or Union may be possible. The College will accommodate requests for letters of support for reimbursement.