

REGISTRATION

Procedure: Early registration is recommended. Late registration is subject to space availability.

Payment: The full fee must accompany your registration form. Payment may be made in person during business hours of Monday through Friday 9am to 6pm with cash, personal check, money order or credit card. Checks and money orders should be made out to the Institute of Design and Construction.

To register by mail: Submit the registration form using one form per person with full payment to IDC at 141 Willoughby Street, Brooklyn, New York 11201.

To register by fax: Fax the registration form to 718-852-5889. Full payment is due before the course start date.

To register by email: Email the registration form to: rdavis@idc.edu. Full payment is due before the course start date.

- Complete, sign and date the form
- Check off your choice of courses
- Write-in the amount of each fee in the space at the right
- Add the total at the bottom of the page
- Please return registration page with your payment

<input type="checkbox"/> 942 Structural Systems	\$750 _____
<input type="checkbox"/> 951 Building Systems	\$750 _____
<input type="checkbox"/> 952 History of Architecture	\$300 _____
<input type="checkbox"/> 382 Schematic Design Seminar	\$175 _____
<input type="checkbox"/> 386 Schematic Design Studio	\$200 _____
<input type="checkbox"/> 190 Schematic Design Dry Run	\$200 _____
<input type="checkbox"/> 943 Building Design and Construction Systems	\$550 _____
<input type="checkbox"/> 947 Construction Documents and Services	\$500 _____
<input type="checkbox"/> 944 Programming, Planning and Practice	\$500 _____
<input type="checkbox"/> 940 Site Planning and Design Lectures	\$300 _____
<input type="checkbox"/> 948 Site Planning and Design Studio	\$200 _____
<input type="checkbox"/> 945 Site Planning and Design Dry Run	\$200 _____

Total Enclosed \$ _____
 (Make payable to Institute of Design and Construction)

Institute of Design & Construction
 141 Willoughby Street, Brooklyn, NY 11201
 (P) 718-855-3661 (F) 718-852-5889
 www.idc.edu

 Name (PLEASE print or type)

 Address

 City/State/ZIP

 Home Phone

 Work Phone

 Cell Phone

 Email

 Work Email

 Employer

 Employer's Address

 City/State/ZIP

Refunds and Conditions

All students agree to abide by the rules and regulations of the Institute of Design and Construction. Anyone not so abiding will be subject to immediate dismissal at the discretion of the Executive Director. IDC reserves the right to withdraw any course due to insufficient enrollment. A full refund will be made for any amount paid toward such a course. If a student must withdraw from the Institute for a valid reason, he or she will apply in person to the Office of the Executive Director for permission to do so. Only in approved instances where personal illness or other compelling circumstance interferes can withdrawal be accomplished by mail, email or fax.

REFUND CLAUSES

ALL COURSES MORE THAN 5 SESSIONS:

Approved withdrawal after registration but before the starting date of the course: 100% of the course tuition may be returned. Approved withdrawal within one week (or fraction thereof) after the starting date of the course: 80% refund. During the second week: 60% refund. During the third week: 40% refund. During the fourth week: 20% refund. No refunds are made for withdrawals after the fourth week of the course. All refunds based on the official withdrawal date and will be calculated from the scheduled first day of course.

ALL COURSES 5 SESSIONS OR LESS: With approved withdrawal after one session, 35% of the tuition may be returned; after two sessions there can be no refund.

ALL DRY RUNS AND SEMINARS: Registrations for dry runs and/or seminars cancelled one week before the dry run/seminar will receive a full refund. Registrations cancelled within one week before the dry run/seminar will be subject to a \$25 cancellation fee. Registrants who fail to attend the dry run/seminar on the date they are scheduled are responsible for the full fee.

 Applicant's Signature

 Date