

# NYBG

## SCHOOL OF HORTICULTURE AND LANDSCAPE DESIGN

**To enroll in the Landscape Design program, please complete the following form. All forms can be directly emailed to Jillian Elbaum at [jelbaum@nybg.org](mailto:jelbaum@nybg.org), or dropped off in person at the Registration Office located in NYBG's Watson Education Building, Room 306. If you have any questions, please call the Registration office at (718) 817-8720.**

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Last Four Digits of Social Security: XXX-XX- \_\_\_\_\_

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as adhere to the school's rules and regulations as set forth in the school catalog. The school will instruct the student in the curriculum listed below in accordance with Education Law and Commissioner's Regulations.

Program	Landscape Design
Hours	349 hours
Tuition	\$8,552
Non-Refundable Registration Fee	\$100
Total	\$8,652
Refund Policy	Quarter Refund Policy (see below for more information)

School Hours of Operation:      Monday - Thursday 10am-9:15pm  
Friday - Sunday 10am-5pm

Registration Office Hours of Operation: Monday - Friday 9am-5pm

Schedule: Students will enroll in at least one section of each class per quarter in a sequence similar to the one outlined below.

Quarter	Course Code	Class Title	Day of the Week	Time of Day	Hours Per Day	Hours Per Week	Total Course Hours*	Course Cost
TAKEN	LAN301	Landscape Design History	9 Thursdays	10am-1pm	3	3	24*	\$595
TAKEN	LAN311	Graphics 1	8 Wednesdays	10am-1pm	3	3	24	\$595
1	LAN340	Landscape Measurement	4 Saturdays	10am-1pm	3	3	12	\$295
1	HRT331	Landscape Plants: Fall Trees and Shrubs	7 Wednesdays	4:30pm-6:30pm	3	3	12*	\$295
1	HRT358	Plants for Landscaping	6 Tuesdays	6:15pm-8:50pm	2.67	2.67	24	\$395
1	LAN411	Graphics 2	8 Tuesdays	10am-1pm	3	3	24	\$595
2	LAN401	Landscape Design 1: Site Analysis & Schematic Design	8 Thursdays	10am-1pm	3	3	24	\$575
3	LAN422	Site Materials and Details	8 Mondays	10am-1pm	3	3	24	\$575
3	LAN402	Landscape Design 2: Design Development	8 Wednesdays	6:15pm-9:15pm	3	3	24	\$575
3	LAN421	Grading	8 Fridays	10am-1pm	3	3	24	\$575
3	LAN425	Drainage	2 Wednesdays & 1 Saturday	3pm-6pm (Wed) & 10am-4:30pm (Sat)	3 (Mon) & 6 (Sat)	9	12	\$295
3	LAN417	Graphics 3	8 Fridays	10am-1pm	3	3	24	\$595
4	HRT334	Landscape Plants: Spring Trees and Shrubs	7 Wednesdays	10am-1pm	3	3	12*	\$295
4	LAN403	Landscape Design 3: Planting Design	8 Wednesdays	10am-1pm	3	3	24	\$575
4	LAN380	Estimating	4 Mondays	10am-1pm	3	3	9*	\$219
5	LAN485	Professional Practice for Landscape Designers	4 Thursdays	10am-1pm	3	3	15*	\$295
5	LAN520	Landscape Design 4: Design and Construction	11 Thursdays	3pm-6pm	3	3	33	\$829
5	LAN555	Portfolio and Presentation Skills	5 Tuesdays	6:15-9:15pm	3	3	15	\$379

\*Course hours don't include exam hours

Start Date

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Expected Graduation Date

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**Method of Payment:**

Payment is on a class-by-class basis, and is due at the time of registration for each individual class, until the balance for the full tuition is paid.

**Refund Policy**

A. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee.

B. Thereafter, a student will be liable for all of the following:

1. the non-refundable registration fee
2. the cost of any textbook or supplies accepted
3. tuition liability as of the student's last date of physical attendance

Because students pay tuition on a class-by-class basis, tuition liability is based on the cost of each individual class. Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed.

The charts below indicate how much a refund would be in the event that a student had to withdraw or cancel their enrollment of particular courses during the program.

**First Quarter**

	Prior to or during the first week	During the second week	During the third week	During the fourth week	After the fourth week
Landscape Design History	\$595	\$446.25	\$297.50	\$148.75	\$0

**Subsequent Quarters**

	During the first week	During the second week	During the third week	After the third week
Graphics 1	\$446.25	\$297.50	\$148.75	\$0
Plants for Landscaping	\$296.25	\$197.50	\$98.75	\$0
Graphics 2	\$446.25	\$297.50	\$148.75	\$0
Landscape Design 1	\$431.25	\$287.50	\$143.75	\$0
Landscape Measurement	\$221.25	\$147.50	\$73.75	\$0
Landscape Design 2: Design Development	\$431.25	\$287.5	\$143.75	\$0
Site Materials and Details	\$431.25	\$287.5	\$143.75	\$0
Landscape Plants: Spring Trees and Shrubs	\$221.25	\$147.50	\$73.75	\$0

Graphics 3	\$446.25	\$297.50	\$148.75	\$0
Landscape Design 3: Planting Design	\$431.25	\$287.5	\$143.75	\$0
Landscape Plants: Fall Trees and Shrubs	\$221.25	\$147.50	\$73.75	\$0
Grading	\$431.25	\$287.5	\$143.75	\$0
Estimating	\$164.25	\$109.50	\$54.75	\$0
Professional Practice for Landscape Designers	\$221.25	\$147.50	\$73.75	\$0
Landscape Design 4: Design and Construction	\$621.75	\$414.50	\$207.25	\$0
Drainage	\$221.25	\$147.50	\$73.75	\$0
Portfolio and Presentation Skills	\$284.25	\$189.50	\$94.75	\$0

Although placement assistance is available, the school cannot guarantee a job to any student or graduate.

By my signature, I agree to the conditions of this agreement. I also verify that I have read and received a copy of the agreement and the school catalog.

Student Signature

Date

The agent who enrolled me was:

2141-3728

Name

Cert #

Agent Signature

Date

I have received a copy of the Student Disclosure Material.

Student Signature

Date

Authorized Agent Signature

Date

Director of Adult Education Signature

Date