

SCHOOL FOR HORTICULTURE AND LANDSCAPE DESIGN
 New York Botanical Garden
 2900 Southern Boulevard Bronx, NY 10458
 718.817.8720

Landscape Design Program

To enroll in the Landscape Design program, please complete the following form. All forms can be directly emailed to Nadeen Thomas at nthomas@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: _____

The above listed school and student enter into agreement under which the student will pay tuition and fees as indicated below as well as attest to receiving a copy of 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	337 hours
Tuition	\$9,237
Textbooks	\$700
Supplies	\$700
Non-Refundable Registration Fee	\$100
Total	\$10,737
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.

Qtr	Course Title	Session ID	Schedule	Select Session To Enroll	Total Course Hours*	Price
1	Landscape Design History	232LAN301AO	8 Wed 10/12–12/7 (no class 11/23), 10 am–1 pm		24*	\$655
		233LAN301BO	9 Tue 1/10 – 3/7, 6:15 – 9:15 pm			
		233LAN301CO	8 Wed 2/1 – 3/22, 10 am – 1 pm			
		233LAN301DO	9 Mon 3/20–5/15, 6:15–9:15 pm			
2	Graphics 1	232LAN311AO	8 Sat 10/15–12/10 (no class 11/26), 10 am–1 pm		24	\$655
		233LAN311BO	8 Sat 1/21 - 3/18 (no class 2/18), 10 am-1 pm			
		233LAN311C	8 Fri 2/24 – 4/21 (no class 4/7), 10 am – 1 pm			
1	Landscape Plants: Fall Trees and Shrubs	231HRT331ABL	7 Sat 9/24 – 11/2 (no class 10/8), 10 am – 12 pm		12*	\$325
		232HRT331B	4 Thu 10/13 – 11/3, 10 am – 1 pm			
1	Plants for Landscaping	231HRT358EBL	7 Sun 9/18–11/13 (no class 9/25 & 10/9), 10 am (end times vary)		16*	\$435
		232HRT358A	6 Tue 10/11–11/15, 10 am – 12:40 pm			
		234HRT358A	6 Sat 4/15 – 5/20, 10 am – 12:40 pm			

		234HRT358BBL	6 Sun 4/16 – 5/21, 10 am – 1 pm			
2	Landscape Design I	232LAN401AO	8 Thu 10/6–12/1, (no class 11/24), 6–9 pm		24	\$635
2	Graphics II: Dynascope	231LAN427B	8 Tue 9/13–11/15 (no class 9/27 & 10/4), 5–8 pm		24	\$655
		233LAN427A	8 Mon 1/23–3/20 (no class 2/20), 5–8 pm			
		233LAN427B	8 Tue 2/21 – 4/11, 5 – 8 pm			
2	Site Materials and Details	233LAN422O	8 Tue 1/24 -3/14, 6 – 8 pm		24	\$635
3	Landscape Design II	233LAN402	8 Thu 1/19–3/9, 6:15–9:15 pm		24	\$635
3	Grading & Drainage	233LAN428	10 Wed 3/15–5/24 (no class 5/4), 10 am–1 pm		24	\$795
3	Graphics III: Photoshop	233LAN437BBL	10 Mon 1/23 & 4/3, 3-6 pm and 1/30 – 3/27 (no class 2/20), 6:30 – 8:45 pm		24	\$655
3	Estimating	233LAN380	4 Wed 1/11 – 2/1, 10 am – 12:15 pm		9*	\$239
4	Landscape Plants: Spring Trees and Shrubs**	HRT334			12*	\$325
4	Landscape Measurement	231LAN340A	4 Sat 9/17–10/15, (no class 10/8, rain date 10/22), 10 am–1 pm		12	\$329
4	Landscape Design III	233LAN403AO	8 Thu 9/22–11/10, 6:15–9:15 pm		24	\$635
5	Business Practices for the Landscape Professional	233LAN457BO	6 Thur 1/12–2/16, 10:15 am–12:15 pm		12	\$305
5	Landscape Design IV	233LAN520	11 Mon 2/27 – 5/8, 6 – 9 pm		33	\$909
5	Portfolio and Presentation Skills	233LAN555O	7 Wed 3/8–4/19, 6:30–8:40 pm		15	\$415

*Course hours don't include exam hours

**Courses offered in the Spring-Summer Catalog

Start Date _____

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.

Payment for the specific sessions listed above has been made using:

- ACCES-VR Voucher
- Veterans Benefits
- Cash
- Personal Check
- Credit Card

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
 - Textbook cost for entire Landscape Design program = \$700
 - Supply cost for entire Landscape Design program = \$700
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 courses the student is enrolled in when 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	\$655	\$491.25	\$327.50	\$163.75	\$0

Subsequent Quarters

	During the first week	During the second week	During the third week	After the third week
Graphics I	\$491.25	\$327.50	\$163.75	\$0
Fall Trees and Shrubs	\$243.75	\$162.50	\$81.25	\$0
Plants for Landscaping	\$326.25	\$217.50	\$108.75	\$0

Landscape Design I	\$476.25	\$317.50	\$158.75	\$0
Graphics II	\$491.25	\$327.50	\$163.75	\$0
Site Materials and Details	\$476.25	\$317.50	\$158.75	\$0
Landscape Design II	\$476.25	\$317.50	\$158.75	\$0
Grading & Drainage	\$596.25	\$397.50	\$198.75	\$0
Graphics III	\$491.25	\$327.50	\$163.75	\$0
Estimating	\$179.25	\$119.5	\$59.75	\$0
Spring Trees and Shrubs	\$243.75	\$162.50	\$81.25	\$0
Landscape Measurement	\$246.75	\$164.50	\$82.25	\$0
Landscape Design III	\$476.25	\$317.50	\$158.75	\$0
Business Practices for the Landscape Professional	\$228.75	\$152.50	\$76.25	\$0
Landscape Design IV	\$681.75	\$454.50	\$227.25	\$0
Portfolio and Presentation Skills	\$311.25	\$207.50	\$103.75	\$0

To withdraw from a class and request a refund, please contact the Director at adulted@nybg.org or (718) 817-8720. The failure of a student to immediately notify the Director in writing of the student's intent to withdraw may delay a refund of tuition to the student pursuant to Section 5002(3) of the Education Law.

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 _____

Agent Name (Print Name) _____ Certificate # _____

Agent Signature _____ Date _____

I have received a copy of the Student Disclosure Material.

Student Signature _____ Date _____

Authorized Agent Signature

Date

Director of the School of Horticulture and
Landscape Design Signature

Date