

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 and upload along with high school or college transcript or equivalency to this secure link: <https://nybg.sharefile.com/r-rf61b9251fe054856b21776c12c2c5a64>.

Continuing Education staff will be available to advise each term prior to registration, for more information or questions please contact continuinged@nybg.org. The most up to date course offerings can be found here: [Landscape Design courses - Continuing Education at the New York Botanical Garden \(enrole.com\)](https://enrole.com)

Student Name: _____

Address: _____

Email Address: _____

Phone Number: _____

Date of Birth: _____

Last four digits of SS# _____

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 SHLD 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	343 hours
Tuition	\$9,715
Non-Refundable Registration Fee	\$100
Total	\$9,815
Refund Policy	Session Refund Policy (see below for more information)

School Hours of Operation: Monday - Thursday 10am-9:15pm
Friday - Saturday 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	241LAN301CO	8 Wed 9/20 – 11/8, 10:30 am – 1:30 pm		24	\$690
		242LAN301AO	9 Mon 10/2 – 12/11 (no class 10/9 & 11/20), 6 – 9 pm			
		243LAN301AO	9 Mon 1/8 – 3/25 (no class 1/15, 2/12, & 2/19), 6–9 pm			
2	Graphics I	241LAN311C	8 Fri 9/8 –11/3 (no class 10/6), 10 am–1 pm		24	\$690
		241LAN311DO	8 Thu 9/21 – 11/9, 10 am–1 pm			
		242LAN311A	8 Sat 10/14 - 12/16 (no class 11/18 & 11/25), 12 - 3 pm			
		243LAN311B	8 Thu 1/18 – 3/7, 5 – 8 pm			
		243LAN311C	8 Fri 1/26 – 3/22 (no class 2/16), 10 am – 1 pm			
		243LAN311DO	8 Tue 2/27 –4/16, 10 am – 1 pm			
1	Landscape Plants: Fall Trees and Shrubs	242HRT331A	5 Tue 10/10 – 11/17, 10 am – 1 pm		12	\$340
1	Plants for Landscaping	241HRT358A	6 Sat 9/16 – 10/28 (no class 10/7), 10 am – 12:40 pm		16	\$470
		242HRT358A	6 Wed 10/4 – 11/8, 10 am – 12:40 pm			
		242HRT358B	6 Thu 10/19 – 11/30 (no class			

			11/23), 10 am – 12:40 pm			
2	Landscape Design I: Site Analysis and Schematic Design	242LAN401O	8 Mon 10/2–12/4 (no class 10/9 & 11/20), 6–9 pm		24	\$670
2	Graphics II: DynaSCAPE	241LAN427B	8 Thu 9/7–10/26, 10 am–1 pm		24	\$690
		242LAN427A	8 Wed 10/11–12/6 (no class 11/22), 5–8 pm			
		243LAN427B	8 Wed 1/24–3/13, 5–8 pm			
		243LAN427C	8 Thu 3/28–5/23, 5–8 pm			
2	Site Materials and Details	243LAN422O	8 Thu 1/18 – 3/7, 6 – 9 pm		24	\$670
3	Landscape Design II: Design Development	241LAN402A	8 Tue 9/12–11/7 (no class 10/31), 6–9 pm		24	\$670
		243LAN402B	8 Tue 1/9–2/27, 6–9 pm			
3	Grading & Drainage	233LAN428	9 Wed 2/1–3/29, 10 am–1 pm Thu 3/30, 11 am – 12pm Fri 3/31, 3 – 4pm Tue 4/4, 3 – 4 pm		30	\$795
3	Graphics III: Photoshop	242LAN437ABL	10 Wed 10/11–11/8 & 11/29 – 12/20 (no class 11/22 & 12/6), 10 am–12:15 pm Wed 10/4 & 11/15 10 am–1 pm (Onsite)		24	\$690
		243LAN437BBL	10 Tue 1/16–3/19, 6:30 –8:45 pm Tue 1/16 & 2/20, 3 – 6 pm (Onsite)			
3	Estimating	243LAN380	4 Wed 1/10-1/31, 10 am – 12:15 pm		9*	\$250
4	Landscape Plants: Spring Trees and Shrubs	234HRT334C	Wed 4/19 – 5/17, 10am – 12:25pm**		12*	\$345

4	Landscape Measurement	241LAN340	2 Fri, 2 Sat 9/22–9/30 (rain date 10/1), 11 am–2 pm		12	\$340
		241LAN340B	2 Fri, 2 Sat 9/22–9/30 (rain date 10/1), 3 –6 pm			
4	Landscape Design III: Planting Design	241LAN403	8 Wed 9/6 – 10/25, 6:15 – 9:15 pm		24	\$670
		243LAN403O	8 Wed 1/10 – 2/28, 6:15 – 9:15 pm			
5	Business Practices for the Landscape Professional	241LAN457O	6 Wed 9/20–10/25, 10:15 am–12:15 pm		12	\$340
		243LAN457O	6 Thu 1/11–2/15, 10:15 am–12:15 pm			
5	Landscape Design IV: Design and Construction	243LAN520	10 Mon 3/4–5/20 (no class 4/22 & 4/29), 1 Wed 5/1, 6–9 pm		33	\$955
5	Portfolio and Presentation Skills	233LAN555O	5 Fri 2/10 – 3/24, 11 am – 1:10 pm**		15	\$440

*Course hours don't include exam hours

**Recent meeting pattern

Start Date _____

Expected Graduation 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.

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 estimated cost for entire Landscape Design program = \$700
 - Supply estimated 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 has to withdraw or cancel their enrollment in particular courses during the program.

First Quarter

	Before the First Session	After Session 1	After Session 2	After Session 3	After Session 4
Landscape Design History	\$690	\$517.50	\$345.00	\$172.50	\$0

Subsequent Quarters

Course Duration	Before the First Session	After Session 1	After Session 2	After Session 3	After Session 4
Four Sessions or Longer	100%	75%	50%	25%	0%
Three Sessions	100%	50%	25%	0%	n.a.
Two Sessions	100%	25%	0%	n.a.	n.a.
Single Session	100%	0%	n.a.	n.a.	n.a.

To withdraw from a class and request a refund, please contact the Director at continuinged@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

The agent who enrolled me was:

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