



Center for Community Engagement
at St. John Fisher College

Registration Form

Nonprofit Management
Certificate Program



Registration Form

Both the application and registration forms are required when applying to the program and registering for a class the first time. Once a student has been accepted into the program, the registration form is all that is needed in order to take additional classes.

Personal Data *(Please print or type)*

Name of Student _____
Last First Middle Previous Name(s)

Mailing Address _____
Number and Street Apt #

_____ City State Zip County

Home phone (_____) _____ Work phone (_____) _____

Cell phone (_____) _____ Email address _____

Applicant Status

Semester applying for: Fall 20____ Spring 20____ Summer 20____

Certificate in Nonprofit Management

- I am interested in the full certificate program.
- I am interested in only a selected course or courses.

Course(s) registering for:

- | | |
|--|-----------------|
| <input type="checkbox"/> NPM 010 – Overview of Nonprofit Organizations | \$300.00 |
| <input type="checkbox"/> NPM 015 – Overview of Resource Development | \$300.00 |
| <input type="checkbox"/> NPM 020 – Human Resource Management | \$300.00 |
| <input type="checkbox"/> NPM 025 – Management Communication Skills | \$300.00 |
| <input type="checkbox"/> NPM 030 – Budgeting and Financial Management | <u>\$300.00</u> |

Total Cost * \$ _____

**Total cost is for courses only; books and materials are extra.*

Payment Information

- My check is enclosed. (The cost is \$300 per course.)
- This is my fifth and final course of the certificate program and no payment is required.
- Please send a bill.

Note: Payments may be processed using a credit card (Discover, Master Card, or American Express). Credit card payments are subject to a 2.7% fee. Information on paying by credit card will be included with your bill.

Refund Policy

Withdrawal from a course within 10 days of the course start date	100%
Withdrawal from a course between day 11 and day 24	75%
Withdrawal from a course between day 25 and day 38	50%
Withdrawal from a course after day 38	0%

Please Note

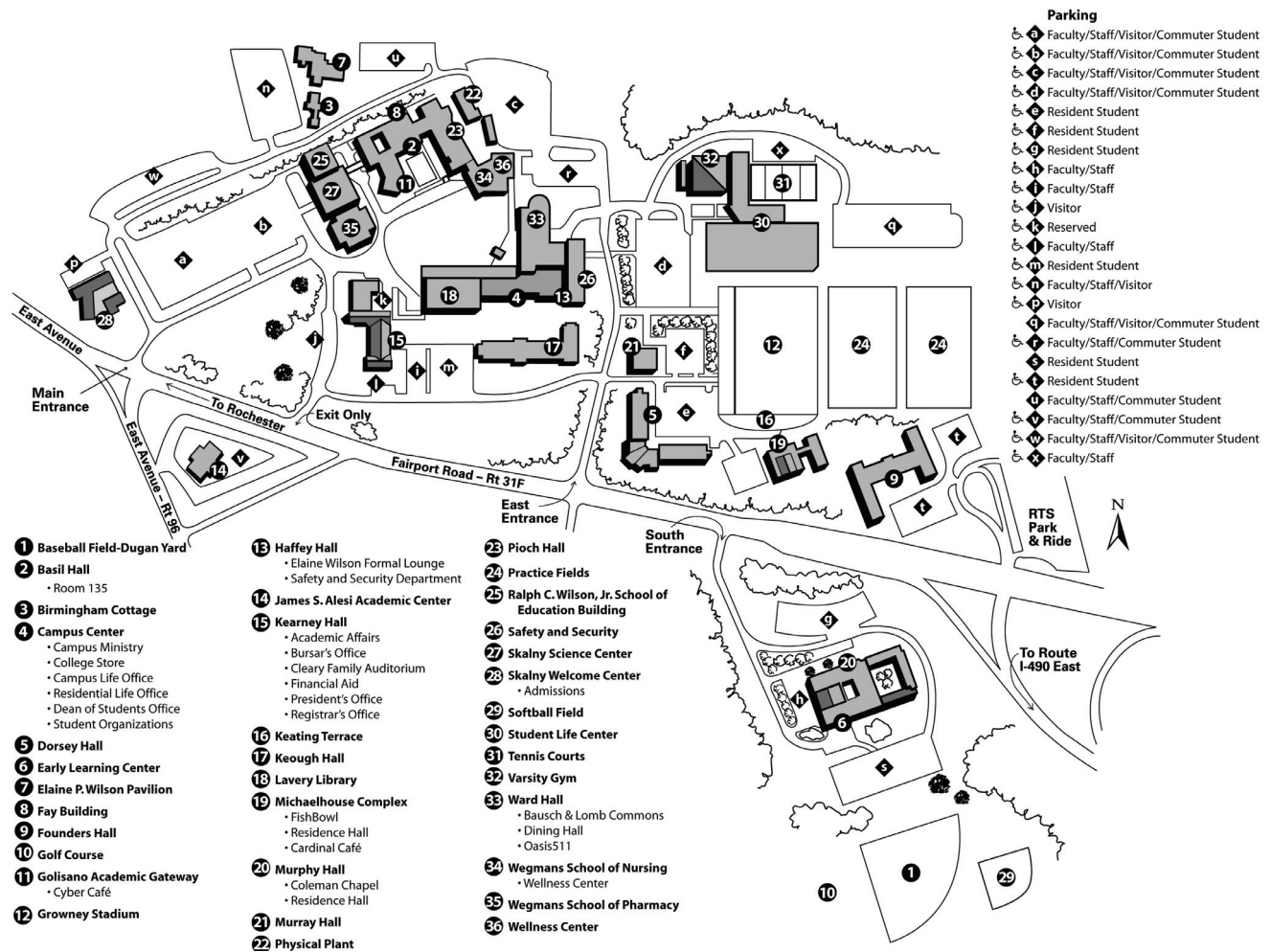
In order to be eligible for a refund, written notification of your withdrawal from the course or courses must be provided to Karyl Mammano, Ph.D., within one week of your intent to withdraw. Written acknowledgement of your notice will be provided.

Written notice may be submitted through email at kmammano@sjfc.edu or postal mail to:

Karyl Mammano, Ph.D.
St. John Fisher College
3690 East Avenue / K-406
Rochester, NY 14618

Please mail or fax to:

Office of Graduate Admissions
St. John Fisher College
3690 East Avenue
Rochester, NY 14618
Phone: (585) 385-8161
Fax: (585) 385-8344



Directions to Campus

From the East

Take Route 90 (NYS Thruway) to Exit 45. Take Interstate 490 West to Exit 25. Turn left onto Fairport Road (31F). Proceed West to the main entrance of St. John Fisher College.

From the West

Take Route 90 (NYS Thruway) to Exit 47, marked LeRoy. Take Interstate 490 East, marked Rochester, for approximately 25 miles to Exit 25. Turn left onto Fairport Road (31F). Proceed west to the main entrance of St. John Fisher College.

From the South

Take Route 17 to Interstate 390 North, to Interstate 590 North, to Interstate 490 East, to Exit 25. Turn left onto Fairport Road (31F). Proceed west to the main entrance of St. John Fisher College.

By Bus:

Take RTS Bus #17 to Keough Hall at St. John Fisher College or RTS #21 to the Park & Ride at Interstate 490 and Route 31F. For a copy of the bus schedule, log onto www.rgrta.org.

Main Entrance

The main entrance of the College is one-half mile from Interstate 490, at the traffic light where 31F (Fairport Road) meets Route 96 (East Avenue).



Office of Graduate Admissions
3690 East Avenue
Rochester, New York 14618
Phone: (585) 385-8161
Fax: (585) 385-8344
E-mail: grad@sjfc.edu