



**Pollack Center  
for Law & Business**

# ENROLLMENT REPLY FORM

THE ADVANCED PROFESSIONAL CERTIFICATE  
IN LAW & BUSINESS (APCLB)

Summer 2016: June 20 – July 29

RETURN THIS FORM BY JUNE 1ST 2016.

TO REGISTER AFTER JUNE 1ST, CONTACT ADMINISTRATOR.

REGISTRATION OPENS IN FEBRUARY OF 2016.

Please Attach  
a Passport  
Sized Photo

Please complete and return this form to the NYU Pollack Center for Law & Business with a postmark by June 1, 2016. To expedite the process, please also e-mail Harold Jennings at [hjennings@stern.nyu.edu](mailto:hjennings@stern.nyu.edu) so that he may hold a place for you in the program and to ensure receipt of forms.

## INTENT TO ENROLL and ADMISSIONS MATERIAL RELEASE

NAME: \_\_\_\_\_

I accept the offer of admission to the Advanced Professional Certificate in Law & Business program and have enclosed a \$250.00 non-refundable enrollment deposit, which will be applied toward my Stern School tuition and fees. In addition I allow the Pollack Center access to my NYU Law application materials and essay.

I have read, understand, and agree to the above statements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email address (please print clearly)

Return all paperwork and checks to:

Harold Jennings  
NYU Pollack Center for Law & Business  
139 MacDougal Street, Room 116  
New York, NY 10012

Phone: (212) 998-0565  
Fax: (212) 995-4233  
[hjennings@stern.nyu.edu](mailto:hjennings@stern.nyu.edu)



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# GRADUATE REGISTRATION FORM

THE ADVANCED PROFESSIONAL CERTIFICATE  
IN LAW & BUSINESS (APCLB)

(A) PERSONAL INFORMATION		
Title: (circle one) Mr. / Ms.	Last Name:	First Name, Middle Initial:
Country of Citizenship:		Date of Birth:
Visa Classification:		
Student ID Number:  N ____ _ --- ____ _ --- ____ _		
Local Address: (If this is a new address or phone, please check here) <input type="checkbox"/>		Local Phone Number: (     ) Cell Phone Number: (     )
Permanent Address:		Permanent Phone Number: (     )
Employer Name & Address:		Employer Phone Number: (     )
Emergency Contact Name, Relation and Address:		Emergency Contact Phone Numbers: (     ) (     ) (     )
Email Address (Non-NYU):	Email Address (NYU):	

(B) DEGREE INFORMATION	
Degree Program: <input type="checkbox"/> APCLB/LLM <input type="checkbox"/> APCLB/JD <input type="checkbox"/> Law Degree From _____ *	
*Admission subject to committee review.	
Major(s) / Specialization:	
Expected Graduation Month and Year:	

(C) REQUIRED COURSES (OFFICE USE ONLY)		
COURSE TITLE	CREDITS	OFFICE USE ONLY
Financial Accounting & Reporting	3.0	
Statistics & Data Analysis	3.0	
Foundations of Corporate Finance	3.0	
Total Credits	9.0	



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# TUITION & FEES WORKSHEET

THE ADVANCED PROFESSIONAL CERTIFICATE  
IN LAW & BUSINESS (APCLB)

## STERN 2016 SUMMER SESSION TUITION & FEES FOR 9 CREDITS: \$19,088

Please review the Enrollment and Tuition Payment Worksheet for details on submitting payment. Information is also available on-line: [www.stern.nyu.edu/bursar](http://www.stern.nyu.edu/bursar)

Due dates are as follows:

- 1) \$250 deposit due June 1st, 2016
- 2) The remaining tuition balance (\$19,088- \$250 = \$18,838) is due by June 19th, 2016
- 3) Additional Fees (Health Insurance, Office of Global Service Fee, Possible Related Fees) are also due by June 19th, 2016

\*Financial Aid Available through Stern. Please let us know if you are unable to pay full tuition.

## ADDITIONAL FEES AND REFUND POLICY:

1. HEALTH INSURANCE: If you do not submit a waiver by June 5, 2016, health insurance fees will be added to your tuition. In order to waive the insurance option, you must have health insurance and submit a 2016-2017 Student Health Insurance Selection/Waiver online. The online form can be found here:

<http://www.nyu.edu/life/safety-health-wellness/student-health-center/records-forms-policies.html>

NOTE: the deadline to change or waive your health insurance is June 5, 2016, before the APCLB start date.

International Students with an F1 or J1 Status are automatically charged for the Comprehensive Plan unless they select the Basic Plan or Waiver Option.

Students other than those with an F1 or J1 Status are automatically charged for the Basic Plan unless they select the Comprehensive Plan or Waiver Option.

NYU-SPONSORED STUDENT HEALTH INSURANCE PLAN FEES FOR SUMMER 2016	
Comprehensive Plan	\$909
Basic Plan	\$589

Students are automatically enrolled for insurance. For additional information on coverage please refer to the enclosed NYU-Student Health Insurance Website: <http://www.nyu.edu/shc/about/insurance.html>

2. OGS FEE: For students who are NOT as US Citizen or Permanent Resident, a \$90.00 Office of Global Services fee will be charged to your account.

3. REFUND POLICY:

REFUND POLICY		
REFUND AMOUNT		Dates
100% Tuition Only	Courses dropped before the second class	June 20, 2016
NONE	Withdrawal on or after the second class	June 21, 2016



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# TUITION PAYMENT FORM

THE ADVANCED PROFESSIONAL CERTIFICATE  
IN LAW & BUSINESS (APCLB)

**STERN SUMMER SESSION TUITION & FEES FOR 9 CREDITS:  
\$19,088 + HEALTH INSURANCE + OGS FEE**

When enrolling, you should contact the Center for the most updated enrollment forms. Once the Enrollment Reply Form and your \$250 tuition check deposit are received, your space in the incoming class will be confirmed by email. The tuition deposit will be applied toward the Stern School tuition. The remaining tuition balance can be paid through the following methods.

## PAYMENT BY CHECK OR MONEY ORDER

Make your check or money order payable to New York University and include your name and NYU Student ID# in the memo area. For more detailed directions, please visit the Stern Bursar website: [www.stern.nyu.edu/bursar](http://www.stern.nyu.edu/bursar)

## PAYMENT BY WIRE TRANSFER

For students who do not have a U.S. checking account, payments to New York University can be made by wire transfer. Please contact the Graduate Stern Bursar for instructions on how to pay by wire transfer:  
E-mail: [stbursar@stern.nyu.edu](mailto:stbursar@stern.nyu.edu), Telephone: (212) 998-0630, Website: [www.stern.nyu.edu/bursar](http://www.stern.nyu.edu/bursar)

## ELECTRONIC CHECK

Online electronic check payment is available through the Stern Bursar's Office website:  
[www.stern.nyu.edu/bursar](http://www.stern.nyu.edu/bursar) (Payment is limited to checking accounts from U.S. financial institutions.)