AMERICAN INSTITUTE FOR PSYCHOANALYSIS
Continuing Education Program
329 East 62nd Street • New York, NY 10065
(212) 838-8044 • info@aipnyc.org • www.aipnyc.org

Registration Form

Last Name | First Name | Middle Initial

Billing Address

City | State | Zip Code

Home Phone | Cell Phone or Business | E-mail Address

Licensed Profession (e.g. LCSW) and License Number

☐ Please check the box if you will be requiring SW CE Credits

Please, complete the section below for each event that you want to register for.

Workshop/Course/Scientific Meeting: _____

Presenter: _____ Date & Time: _____

Number of Contact Hours: _____ Tuition/Fee: _____

Workshop/Course/Scientific Meeting: _____

Presenter: _____ Date & Time: _____

Number of Contact Hours: _____ Tuition/Fee: _____

Workshop/Course/Scientific Meeting: _____

Presenter: _____ Date & Time: _____

Number of Contact Hours: _____ Tuition/Fee: _____

Payment Options:

A) Checks or Money Orders

Payment should be made out to: "American Institute for Psychoanalysis." Remember to date and sign your check or money order.

B) Credit Card Charges

Please charge the amount of $_____to my credit card

Print Name of Cardholder_____

☐ Visa
☐ MasterCard
☐ American Express
☐ Discover

_____

Credit Card Number **Expiration Date** **CCVC#**
(Credit Card Verification Code)

Registration Instructions:

- Select the course(s) you want and complete the registration form.
- Make payment by check or money order to ("American Institute for Psychoanalysis")
- **Mail:** your registration form and payment to American Institute for Psychoanalysis, 329 East 62nd Street, New York, N.Y. 10065-7078
- **E-Mail:** Scan and e-mail a completed registration form with credit card information to info@aipnyc.org
- **By Phone:** Call 212-838-8044 with your credit card information up to the day of the first class meeting. To ensure that you receive the course(s) of your choice, please register early.
- **In Person:** The American Institute for Psychoanalysis (AIP) is located at 329 East 62nd Street (between First and Second Avenues) in The Karen Horney Clinic. All classes, workshops and presentations will be conducted in the auditorium on the first floor of the building. Early registration is encouraged, as space in many classes is limited. In some instances, a student may register immediately before the class; please call the office prior to the first class to confirm schedule and course availability.

Cancellation of Courses

AIP reserves the right to cancel courses. If a course is cancelled due to insufficient enrollment, tuition will be refunded by mail. If a course is cancelled, your money will be refunded automatically; no withdrawal form is needed.

Withdrawal and Refund Policy

- To withdraw from a course please mail, fax, or email your request to the Continuing Education department at the American Institute for Psychoanalysis.
- Refunds cannot be issued unless you have notified the department in writing 24 hours before the start of the class.
- If a student chooses to withdraw after a program's commencement no refunds of tuition or program fee will be given.
- Please Note: any student who withdraws before completion of the program will not receive academic credit from the program.

Registration Policies and Penalties

1. Students will be charged a $12.00 penalty fee for bounced checks.
2. Students whose checks have been declined have seven (7) business days upon receipt of notice to pay their accounts or they will be withdrawn from their class(es).
3. Students will be charged $15.00 for replacement CE certificates.

To register by phone or inquire about a course or contact hours, please call The American Institute for Psychoanalysis (AIP) at 212-838-8044 or email info@aipnyc.org. The office is open 9 AM - 5 PM, Monday - Friday.

The American Institute for Psychoanalysis, SW CPE is recognized by the New York State Education Department's (NYSED) State Board for Social Work as an approved provider of continuing education for licensed social workers. #0338.