

Global Maritime and Transportation School

AT THE UNITED STATES MERCHANT MARINE ACADEMY

ARMY REGISTRATION (DA CIVILIAN/DD 1556)

Part I: Personal Details (please type or print neatly and duplicate form for any additional registrations)

Rank/Pay Grade	First Name	Last Name	MI	M/F	
Component Code:	<input type="checkbox"/> Active Duty	<input type="checkbox"/> DA Civilian	<input type="checkbox"/> USAR	<input type="checkbox"/> ARNG	Security Clearance
Duty Position/Civilian Job Title	Social Security Number		PMOS/Branch		
Unit/Civilian Employer	Assigned Unit/Civilian Employer Street Address				
City	State	Postal Code	Country		
Work Telephone	Fax	E-mail			
Home Street Address					
City	State	Postal Code	Home Telephone	Cell Telephone	
Active Army/ARNG USAR Command	Active Army/ARNG USAR POC				
Preferred Method to Contact Me:	<input type="checkbox"/> Work Telephone	<input type="checkbox"/> Home Telephone	<input type="checkbox"/> Facsimile	<input type="checkbox"/> E-mail	

Part II: Payment Calculation

Fees must be paid during the first day of course

Course Name		
_____ / _____ / _____	to	_____ / _____ / _____
Course Start Date		End Date
_____ / _____ / _____	to	_____ / _____ / _____
Lodging Check In Date		Check Out Date
(mm/dd/yy)		
Lodging Preferences	_____	_____
(refer to page 3)	1 st Choice	2 nd Choice
Tuition Amount	US\$ _____	3 rd Choice
Lodging Fees	US\$ _____	
Meal Plan # _____	(refer to page 2)	US\$ _____
Grand Total	US\$ _____	

Part III: Lodging/Payment Guarantee

GMATS requires credit card information in order to guarantee your lodging reservation.

(check one)

- Certified Check or Money Order**
- DD Form 1556**
- Government Purchase Order**
- Credit Card**

Card Number
Expiration Date
Cardholder's Name (print as it appears on card)
Credit Card Billing City, State, Postal Code
Cardholder's Signature

Part IV – Affirmation

(refer to page 2)

Signature

Date

Telephone: (516) 726-6100/6113
Facsimile: (516) 726-6158

E-mail: registrar@gmats.usmma.edu
Internet: <http://www.gmats.usmma.edu>

Registration Form (Army-NPD)
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PART I - Personal Details

The Global Maritime and Transportation School (GMATS) will use this information to register you for courses and to secure your lodging and accommodations.

PART II – Lodging and Meals – Please indicate: course name, course start dates, dates for which you are requesting lodging and lodging (as described on page 3) and meal preferences on your registration form.

Lodging – GMATS has arranged special corporate rates with several economy, mid-range, and deluxe-style local hotels. *Special rates may only be obtained by making advance registration through GMATS.*

Meals - The Global Maritime and Transportation School offers excellent meal plans that include multiple entree meals, soup and salad bar served in the Upper Deck dining room. GMATS meals are catered, therefore, it is necessary to make meal plan reservations at least one (1) week in advance of the course start date. Students are encouraged to participate in as many meals as possible (particularly lunch), as it adds to beneficial interaction among students, and between the students and instructors. Meal plans offered include:

#1 Breakfast, Lunch & Dinner	\$35/day
#2 Lunch & Dinner	\$28/day
#3 Lunch Only	\$12/day

Notes: (1) Few dining facilities are available to GMATS students on campus or within very close proximity (most lunch breaks are one hour or less). (2) Any unused portion(s) of your reserved meal plan will not be reimbursed. (3) The Academy's *Seafarer Canteen* is open for breakfast only (on a pay-as-you-go).

PART III – Registration and Payment Terms

Advance registration and tuition payment are required to enroll and reserve space in GMATS courses. Due to limited class sizes, early registration is highly encouraged. Tuition payment must be paid no later than two (2) weeks prior to the course start date. Full payment by certified or bank check or money order (payable to: GMATS), credit card (VISA, MasterCard, Discover or American Express), government agency authorization (ex. DD Form 1556, SF 182m etc.), or government purchase order must accompany registration unless alternative arrangements have been made in advance with the GMATS. Registration will be acknowledged by phone or by letter from GMATS. Meals and lodging fees may be paid in advance along with tuition payment OR, during the first day of the course to GMATS registrar by cash, check, or credit card.

(Note: No personal checks will be accepted.)

Refunds, Cancellations, and Substitutions - Full refund requests (less a \$25.00 processing fee per course registrant) will be honored if received in writing at least fifteen (15) days prior to the scheduled course start date. Cancellations received after the refund deadline and “no shows” are subject to the full registration fees. In this particular case, the full course fee may be applied as a credit toward another GMATS course scheduled within one (1) year. Substitutions may be made by notifying GMATS in writing at least one (1) working day prior to the start of the course.

The GMATS reserves the right to change or cancel courses as necessary. *Please note that the GMATS will cancel a course if the minimum number of students is not achieved.* If the GMATS cancels a course for any reason, all course fees will be refunded in full. The GMATS liability is limited to refund of course fees. This should be considered when making transportation arrangements (i.e. purchase of non-refundable airline tickets).

Reservation Confirmation Number, ATRRS, and Official Orders – Upon receipt of a completed registration form, GMATS will assign you a reservation confirmation number. **Additionally, reservations must be confirmed in the Army Training Requirements and Resources System (ATRRS). Disregard if not an ATRRS course.** Please forward a copy of your official orders to GMATS at your earliest convenience. Active Duty Personnel/Reservists should notify GMATS if orders are cancelled for any reason.

PART IV – Affirmation

By signing the affirmation, you verify that you have read and understand GMATS registration form and that you agree to the terms and conditions contained within. (see Part IV on registration form)

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PART II - Lodging Requests:

Lodging Preferences (please select three and rank in order of preference on your registration form):

GMATS will reserve lodging space based on your request. If your first preference is not available, GMATS will reserve accommodations for you at your second preferred choice, etc. Please note that the hotel may request your personal credit card upon check-in to cover items such as security deposit, use of telephone, incidentals, parking charges, mini bar, in-room movies, etc. These expenses will be paid directly by you to the hotel. You will be responsible for payment to GMATS for lodging expenses, room taxes, etc. only. Contact GMATS to confirm current rates and availability.

A-B) Cleveland Hall Guest Facility - convenient, on-campus accommodations with basic, dormitory-style rooms. All 20 rooms have a telephone, desk, and air-conditioning, TV's, and internet connection. (limited availability)

A) 2nd Floor (\$50 Single/\$55 Double) - a common restroom located on each floor, two twin beds per room.

B) 1st Floor (\$65 Single/\$75 Double) - share a restroom with the adjacent room, queen-size beds.

C) Executive Inn (\$84 Single/Double) – Moderate style 108 room hotel offering complimentary continental breakfast, cable TV, internet connections, outdoor pool, bar. Located in Woodbury, NY within walking distance to restaurants, and shopping. 18 miles/30 minute drive to the Academy.

D) Red Roof Inn (\$86 Single/Double) – Located in Westbury, NY. This moderate style 163 room hotel. Accommodations include cable TV, coffeemaker, hairdryer and iron & ironing board. Within walking distance to shopping mall and local area restaurants. 12 miles/25 minute drive to the Academy.

E) Roslyn Claremont Hotel (\$155 Single/Double) – Located in Roslyn, NY. This is luxurious, non-smoking hotel with restaurant and lounge on site. Amenities include flat screen cable TV, high speed internet, coffeemaker, hairdryer, iron & ironing board, health club and complimentary parking. 7 miles/20 minute drive to the Academy.

F) Hampton Inn (\$142 civilian/gov't/military) – The Hampton Inn (subsidiary of Hilton Hotels) is a new facility located in Garden City, NY. This luxury hotel includes complimentary breakfast, cable television, telephone, complimentary newspaper, high-speed internet, indoor pool & exercise room. Located next to several shopping malls, movie theaters, and restaurants. 13miles/25 minutes drive to the Academy.

G) The Garden City Hotel (\$172 civilian/gov't/military) – Luxury hotel located in the heart of Garden City, NY since 1874. Hotel includes 280 guest room, 16 suites and 4 penthouse suites. Amenities include business center, wireless, high-speed internet access, valet parking, restaurant and café, health and fitness center with heated indoor pool sauna, steam room and whirlpool, health spa, gift shop/newsstand and concierge desk. 11 miles/25 minute drive to the Academy.

H) The Andrew (\$167 civilian/ \$142 gov't/military) – Luxury hotel with a French 1930's flair in the Village of Great Neck where dining and shopping are within walking distance. All 80 guest rooms are computer friendly, mini-bars, TV's and DVD players. Complimentary breakfast, health club, and concierge available. The Andrew is located directly across from the Great Neck Train Station with express rail service to Manhattan in 28 minutes. The Andrew charges a separate fee for parking. 3 miles/10 minute drive to the Academy.

I) I plan to commute OR I will secure my own lodging. (I understand that I will not have access to GMATS special rates.) **Note:** All rates are current at time of publication and are subject to change. GSA maximum per diem rate for lodging is \$142 in the local area (Nassau County/Great Neck, NY).

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Location

The Global Maritime and Transportation School (GMATS) is located on the campus of the United States Merchant Marine Academy in Kings Point, New York. Nestled in the heart of Long Island's historic "Gold Coast" and commanding a spectacular view of the New York City skyline across Long Island Sound, the Academy is easily accessible by road and via public transportation. New York City airports are within fifteen (15) miles.

Travel by Air

Arrive via New York's LaGuardia or John F. Kennedy (JFK) airports when possible. Contact Century Car Service (718) 428-1010 for cost effective ground transportation. You should expect to pay about forty dollars (\$40) including tip for one-way transportation between the Academy and LaGuardia airport; JFK will be slightly higher.

Travel by Rail

From Pennsylvania Station (34th Street at 7th Avenue, New York City), take the Port Washington branch of the Long Island Railroad to the Great Neck Station (about 35 minutes). The "N58" MTA bus usually departs shortly after train arrivals bound for the Academy; current fare is \$2.00 exact change. The "N58" may be boarded from a location on the north side of the station (you must take the pedestrian bridge over the tracks and cross the driveway adjacent to the ticketing/waiting area). Taxis are also available if preferred.

Travel via Automobile

From Points South and West: I-95/New Jersey Turnpike North or I-80 East to George Washington Bridge; toll is currently \$8.00. Continue straight and follow signs for Cross Bronx Expressway; DO NOT exit in Manhattan. Follow signs to either the Bronx-Whitestone Bridge or the Throgs Neck Bridge; you may take either Bridge.

From New England and Points North: I-95/New England Thruway South to Exit 7A in New York (I-695 to I-295/Throgs Neck Bridge). Follow to Throgs Neck Bridge.

From the Throgs Neck Bridge (Toll is currently \$6.50 each way): Stay to the right across bridge and take exit from the right-hand lane(s) about $\frac{3}{4}$ the way across bridge span for the Cross Island Parkway. Follow the Parkway to Exit 31E (Northern Blvd/25A); follow directions from Northern Blvd below.

From the Bronx-Whitestone Bridge (Toll is currently \$6.50 each way): Stay to the left across bridge and take exit from the left-hand lane(s) for the Cross Island Parkway; follow to Exit 31E (Northern Blvd/25A).

From Manhattan: Take 34th Street East to Queens Midtown Tunnel (Toll is currently \$6.50). Follow Long Island Expressway I-495 East to Exit 32 (Little Neck Parkway). Left/North on Little Neck Parkway about $\frac{3}{4}$ mile to Northern Blvd/25A. Turn right on Northern Blvd/25A.

From Northern Blvd/25A: Proceed east (1.4 miles from the Cross Island Parkway; 0.3 mile from Little Neck Parkway) through village of Little Neck and many traffic lights to intersection with Great Neck Road. There is a Shell gas station on the right, a four-story, brown office building on the left, and two (2) left turn lanes here. You want to be in the left turn lanes. Turn left (or North) on Great Neck Road and continue straight at second traffic light (Great Neck Road bears to the right here). Continuing northwest, the road is now Bayview Avenue/West Shore Road. At end of West Shore Road (distance from Northern Blvd/25A to end is about 2.5 miles), turn right onto Kings Point Road and then left at the next stop sign onto Steamboat Road to Academy front gate.