

Think Again Noncredit Registration Form

Please use blue or black ink. Print clearly.

1. Student Information

What kind of a student are you? New Student Returning Student

Name			UR ID Number		
Mailing Address		City	State	ZIP Code	
Telephone Day	Evening	Fax	Birth Date / /	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
E-mail Address			Are you a UR Alumna/us? <input type="checkbox"/> Yes <input type="checkbox"/> No		
			Year of Graduation	Degree	
In Case of Emergency, Contact Name			Phone		

2. Course Information

Please check if one applies.

- I am a University of Richmond alumna/us with an academic certificate, associate, baccalaureate, post baccalaureate or advanced degree utilizing my 25% discount on ONE non-credit course per semester. Discount does not apply to noncredit certificate programs, application fees, travel programs, special programs, or Institute on Philanthropy classes. The discount may not be used by a spouse, partner, or dependents of alumni.
- I am a University of Richmond employee (or dependent) utilizing my Tuition Remission benefit. I understand that this benefit has restrictions and may not be applicable to all non-credit courses offered by the School of Professional and Continuing Studies.
- A separate tuition remission form must accompany your registration form.

Course Name	Course Start Date	CRN #	Fee	Discount	Total
SAMPLE: Interior Design and Decorating	06/26/23	INT308.67	\$99	n/a	\$99
Using a discount? Fill in your code here: _____					Grand Total

3. Payment Information

Your payment **MUST** accompany this form. Please also refer to our Noncredit Class Cancellation Policy.

<input type="checkbox"/> Check Please enclose check made payable to University of Richmond.	<input type="checkbox"/> Credit Card Please charge my: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
<input type="checkbox"/> University of Richmond Professional Development	Account Number _____
Dept. Charge Index Acct: _____	Cardholder's Name _____ Expiration Date _____
Supervisor Printed Name: _____	Signature _____ Amount \$ _____
Supervisor Signature: _____	

Bring This Form To Us

Customer Service is available Monday- Friday, 8:30 a.m.–5 p.m.

NOTE: This schedule is subject to change for summer hours, holidays and special events. Please call (804) 289-8133 to verify hours.

Register Online

You can register online for all of the classes in this catalog. Go online to spcs.richmond.edu/thinkagain to access the online registration portal.

Special Accommodations If you require special accommodations to attend a class, please notify the School of Professional and Continuing Studies at least 15 days in advance.

Mail This Form To Us

Complete this registration form and mail it to:

Registration Coordinator
School of Professional and Continuing Studies
North Court
421 Westhampton Way
University of Richmond, VA 23173

Fax This Form To Us

(804) 289-8138

Secure Fax

For More Info Call

(804) 289-8133

Thank you for registering. You will be notified of course status prior to the start of class. One registration form per person. This form may be duplicated. If you are using a gift certificate, deduct the value as a discount and attach the certificate.

Need directions? <http://www.richmond.edu/visit>

spcs.richmond.edu/thinkagain



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& Continuing Studies™