

Think Again Non-Credit 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 a 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	06/26/10	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 Cancellation and Refund Policy below.

<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 Dept. Charge Index Acct: _____ Supervisor Printed Name: _____ Supervisor Signature: _____	Account Number _____ Cardholder's Name _____ Expiration Date _____ Signature _____ Amount \$ _____

Bring This Form To Us

Customer Service is available Monday-Thursday, 8:30 a.m.–7 p.m. and 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 now register online for all of the classes in this catalog. Go online to spcs.richmond.edu/thinkagain and find the course(s) for which you'd like to register. Look for the "Register Online" link and click it to proceed with your online registration.

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:
Non-Credit Operations Coordinator
School of Professional and Continuing Studies
University of Richmond, VA 23173

Fax This Form To Us

(804) 484-1585
Secure Fax
For More Info Call
(804) 289-8133

NON-CREDIT COURSE CANCELLATION POLICY

We recognize you may occasionally need to cancel your registration. If your request is received at least 5 business days before the course start date you may transfer your full registration fee to another class without penalty, or you may receive a full refund minus a \$25 administrative fee. A 50% refund will be issued if your cancellation request is received less than 5 business days before the course start date, or you may transfer your full registration fee to another class. **We regret that we cannot provide any refund or transfer within 24 hours of the start of class.** If eligible for tuition remission, the tuition remission benefit will not be refunded if the withdrawal request is received less than 5 business days before the course start date.

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>

Refund/transfer requests must be made in writing or using our online request form. Written requests must include the student's signature. Written requests can be faxed to (804) 484-1585, e-mailed to atravis@richmond.edu or mailed to School of Professional & Continuing Studies, Non-Credit Operations Coordinator, 28 Westhampton Way, University of Richmond, VA 23173. Please note that refunds may take 4-6 weeks to process.

The School of Professional and Continuing Studies reserves the right to cancel any class or make any other changes it deems necessary. Course fees will be refunded in full when the School of Professional and Continuing Studies cancels a course.

spcs.richmond.edu/thinkagain

