



School of Professional and Continuing Studies Institute on Philanthropy Course Registration Form

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. If you require special accommodations to attend a class, please notify us at least 15 days in advance. Please type or print clearly using blue or black ink. Visit us online at spcs.richmond.edu/philanthropy.

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

NAME _____
LAST NAME FIRST NAME MIDDLE NAME OR INITIAL

ADDRESS _____
COMPANY & STREET/P.O. BOX

CITY STATE ZIP CODE

PHONE _____
DAYTIME PHONE EVENING PHONE FAX

E-MAIL _____ **EMPLOYER** _____

BIRTH DATE [][]/[][]/[][][][] **GENDER** Male Female **UR ALUMNI** Yes No **GRAD YEAR** _____ **DEGREE** _____

ETHNICITY/RACE (Optional)

- Are you Hispanic/Latino? Yes, Hispanic or Latino No
- Regardless of your answer to the prior question, please select one or more of the following ethnicities that describes you:
 American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

Do you want to be notified about other School of Professional & Continuing Studies courses, programs and events? Yes No
If so, how do you want to be notified? Mail E-mail Other

COURSE INFORMATION Please check below if applicable.

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 & Continuing Studies.

Course Title	Start	CRN	Fee	Discount	Total
SAMPLE: Survival Skills for Event Planners: A Breakfast Workshop	9/26/06	80129	\$50		\$50
				Grand Total	

PAYMENT INFORMATION Payment must accompany this form or be made online using ActiveNet. Please read our Cancellation & Refund Policy.

Check. Enclose check made payable to *University of Richmond*
 University of Richmond Professional Development
Department Charge Index Account: _____
Supervisor Printed Name: _____
Supervisor Signature: _____

Credit Card. Charge my Visa Mastercard American Express
Account Number: _____
Expiration Date: _____ Amount: _____
Cardholder's Name: _____
Signature: _____

Need an e-mail confirmation message sent to an employer? E-mail Address: _____

BRING YOUR FORM TO US
The School is located in the Special Programs Building near the River Road entrance to campus. Call (804) 289-8133 for directions. Office hours: Mon-Thu 8:30 a.m. – 7 p.m.; Fri 8:30 a.m. – 5 p.m.

MAIL YOUR FORM TO US
Institute on Philanthropy
School of Professional & Continuing Studies
University of Richmond, Virginia 23173



Cancellation and Refund Policy. The Institute on Philanthropy reserves the right to cancel any class or make any other changes it deems necessary. Course fees will be refunded in full when the Institute on Philanthropy cancels a course. A participant who wishes a refund must make a request in writing at least three days prior to the first class meeting, and deposits are non-refundable.

