

# Think Again Policies & Notices

## NONCREDIT CLASS\* CANCELLATION POLICY

If you are unable to attend your class, you may request a refund or transfer of the class. You may also request a substitution; substitutions require program manager approval.

### Refund Policy

| Request Received By         | Refund Percentage                    |
|-----------------------------|--------------------------------------|
| 10 days before class start  | 100% (minus \$25 administrative fee) |
| 0-9 days before class start | None                                 |

### Transfer Policy

| Request Received By                          | Transfer Percentage |
|--|---------------------|
| Up to 1 business day before class start date | 100%                |
| Less than 24 hours before class start        | None                |

### Make Requests in Writing

All requests require a student signature. Refunds may take 4-6 weeks to process.

- Online: Request form ([spcs.richmond.edu/noncredit/registration](https://spcs.richmond.edu/noncredit/registration)) or email attachment to [atravis@richmond.edu](mailto:atravis@richmond.edu).
- Fax: (804) 289-8138
- Mail: Operations Coordinator  
School of Professional and Continuing Studies  
28 Westhampton Way  
University of Richmond, VA 23173

### Substitutions

We allow substitutions only when an emailed request is approved by the program manager up to 1 business day before the start of the class.

| Program                     | Manager Email  |
|-----------------------------|--|
| Institute on Philanthropy   | <a href="mailto:klaing@richmond.edu">klaing@richmond.edu</a>     |
| Personal Enrichment & Youth | <a href="mailto:mraymond@richmond.edu">mraymond@richmond.edu</a> |
| Professional Development    | <a href="mailto:gstern@richmond.edu">gstern@richmond.edu</a>     |

### \*Policy Exceptions

The following policies apply to specific programs.

**Institute on Philanthropy** course cancellation requests should be directed to Kathy Laing at [klaing@richmond.edu](mailto:klaing@richmond.edu).

**Online partner** classes adhere to partner cancellation and refund policies. Contact the partner directly for details.

**UR Tuition Remission (TR)** benefits will be refunded or transferred only if the request is received at least 10 days before the course start date. TR benefits cannot be substituted.

### CLASS LOCATION

Most courses are held on the University of Richmond campus, but some are held at local businesses. Exact locations are sent to the participant in a confirmation via e-mail before the course begins.

### PARKING ON CAMPUS

There is no fee for community students to park on campus. When you register for a class, Parking Services will send you a map and parking decal along with instructions about parking. The parking decal is valid for the current academic year. Please keep the pass and reuse it for any additional classes that you may take later in the year.

If you do not receive your decal prior to class, or if you register within one week of the class start date, please park in any "Commuter" parking lot.

You may also download a campus map showing the Commuter parking areas. If you lose your decal and need to request a replacement, please contact Parking Services directly at [parking@richmond.edu](mailto:parking@richmond.edu) or (804) 289-8703. The Parking Services office is located on the 1st floor of the Special Programs Building.

### INCLEMENT WEATHER

In the event of inclement weather, call the University's inclement weather hotline at (804) 289-8760.

### SPECIAL ACCOMMODATIONS

If you need special accommodations to attend a class, please notify the School of Professional & Continuing Studies at (804) 289-8133 at least 15 days in advance. Visit the University's Disability Services page for additional information. [disability.richmond.edu](https://disability.richmond.edu)

### UNIVERSITY OF RICHMOND ALUMNI

University of Richmond alumni with a certificate, associate, baccalaureate, post-baccalaureate or advanced degree are entitled to a 25% discount on ONE noncredit class 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.

### CONTINUING EDUCATION UNITS

Some courses qualify for CEUs (Continuing Education Units). One CEU represents ten (10) contact hours of participation in an organized continuing education program. CEUs are measured as whole and fractional units. For example, a course that meets for fifteen hours would be eligible for 1.5 CEUs. A permanent record of your CEUs is available upon request by completing a Transcript Request Form.

### REGISTRATION DEADLINES

It is extremely important that you register at least one week prior to the start of the course. Registration deadlines have been put in place to allow for an accurate enrollment count needed for planning classroom needs, course materials, and food or travel logistics related to the class. If you submit your registration after the deadline, we cannot guarantee that you will receive a space in the course.

### NON-DISCRIMINATION

Every University staff member, faculty member and student (part- or full-time) has the right to work and study in an environment free from discrimination and harassment and should be treated with dignity and respect.

The University prohibits discrimination and harassment against applicants, students, faculty or staff on the basis of race, religion, national or ethnic origin, age, sex, sexual orientation, gender identity, gender expression, disability, status as a veteran or any classification protected by local, state or federal law. Any inquiries regarding the University's policies in these areas should be directed to the Office of the Vice President for Student Affairs, University of Richmond, VA 23173, telephone (804) 289-8032.

### ACCREDITATION

The University of Richmond is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, baccalaureate, master and juris doctor degrees. The several colleges and schools of the University award no degrees individually. The University of Richmond confers all degrees for work done in any one of the schools.

### JEANNE CLERY DISCLOSURE

The University Police Department, in compliance with the Jeanne Clery Disclosure Act, publishes an annual report outlining its policies, functions, campus safety plans, prevention techniques, and tabulated statistics for the most recent three year period. For a copy of the Department's Annual Report, call (804) 289-8715, write the University of Richmond Police Department, ATTN: Jeanne Clery Crime Statistician, Special Programs Building, 31 UR Drive, University of Richmond, VA 23173 or access the report online at [police.richmond.edu/reporting](https://police.richmond.edu/reporting).

# 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<br>Day                      | Evening | Fax  | Birth Date<br>/ /  | Gender<br><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<br>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              |
|---|-------------------|-----------|------|----------|--------------------|
| <b>SAMPLE:</b> Interior Design and Decorating   | 06/26/10          | INT308.67 | \$99 | n/a      | \$99               |
|   |                   |           |      |          |                    |
|   |                   |           |      |          |                    |
|   |                   |           |      |          |                    |
| Using a discount? Fill in your code here: _____ |                   |           |      |          | <b>Grand Total</b> |

## 3. Payment Information

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

- Check  
Please enclose check made payable to University of Richmond.
- University of Richmond Professional Development  
Dept. Charge Index Acct: \_\_\_\_\_  
Supervisor Printed Name: \_\_\_\_\_  
Supervisor Signature: \_\_\_\_\_
- Credit Card  
Please charge my:  VISA  MasterCard  American Express  
Account Number \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Signature \_\_\_\_\_ Amount \$ \_\_\_\_\_

### 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](http://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  
Special Programs Building  
28 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](http://spcs.richmond.edu/thinkagain)



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