

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) or email attachment to atravis@richmond.edu.
- Fax: (804) 289-8138
- Mail: Operations Coordinator
School of Professional and Continuing Studies
490 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	klaing@richmond.edu
Personal Enrichment & Youth	mraymond@richmond.edu
Professional Development	gstern@richmond.edu

*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.

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 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

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.

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	06/26/10	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 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
Special Programs Building
490 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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