

This form must be submitted with the Application for Permission to Enroll at the University of Virginia.

SECTION ONE: PERSONAL INFORMATION

Last Name	First Name	Middle Initial
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SECTION TWO: CLASS ENROLLMENT

Note to Instructor: Your signature will indicate approval of this student's request to enroll in your class. This student will appear on a separate roster and grade sheet issued by SCPS.

Course Subject	Course Number	Class Number (5 digits)	Course Title	Credit				
				Audit	Hours	Tuition	Fees	Total
Instructor Signature			Instructor Name and Number (please print)					
Lab/Discussion			Lab/Discussion Title					
Lab/Discussion Instructor Signature			Lab/Discussion Instructor Name and Number (please print)					
School Authorization Signature (if required, see page 2)			School Authorization Name and Title (please print)					

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School Authorization Signature (if required, see page 2)			School Authorization Name and Title (please print)					

 TOTAL
TUITION AND FEES
IN-STATE RATES
OUT-OF-STATE RATES

	Credit Hours						Credit Hours					
	1	2	3	4	5	6	1	2	3	4	5	6
Community Scholar (Undergraduate)	287	574	861	1148	1435	1722	1000	2000	3000	4000	5000	6000
Community Scholar (Graduate)	289	578	867	1156	1445	1734	1000	2000	3000	4000	5000	6000
Community Scholar (High School Students)	250	500	750	1000	1250	1500	550	1100	1650	2200	2750	3300

Returned Check Fee \$20 Mandatory Comprehensive Fee \$5 per credit hour

SECTION THREE: PAYMENT

(Select one)

Check/Cash/Money Order

To pay by check, you can mail your payment to an SCPS Regional Center. Checks, as well as cash and money orders, are also accepted by dropping by a Regional Center. Checks should be made payable to the University of Virginia.

e-Check or Credit Card

e-Check (electronic debit from your checking or savings account) and Credit Card payments can only be completed through the Student Information System (SIS) using QuikPay@UVA, an advanced, secure online payment system. Once your Application for Permission to Enroll and Class Registration Form are received and processed, you will receive an email with instructions for how to pay by e-Check or Credit Card using American Express, Discover, or MasterCard. With QuikPay@UVA, all credit card payments are processed by NelNet Business Solutions and charged a 2.75% service fee. There are no service fees for e-checks.

VISA is not accepted. VISA's association rules will not permit NelNet to charge a percentage service fee and would require U.Va. to charge the same fee for ALL transactions, including e-check or paper check.

Credit card payments cannot be made by phone or in person. These changes ensure the security of your personal and credit card information.

Sponsor/Employer

If you are requesting that a business/organization be billed for tuition, a letter of authorization or Purchase Order must be attached. You are responsible for any fees associated with your class enrollment. You will be billed for unpaid tuition and/or fees in the event of default by your sponsor/employer or failure to meet the sponsor/employer criteria.

A letter of authorization must be on company letterhead and include student name, class title, and tuition, along with a contact person, billing name, address, phone number, and email. An authorization signature must be included.

Check from Business/Organization

Credit Card from Business/Organization
(Sponsor/employer payments made by credit card will be done by contacting the University's Accounts Receivable Department).

Purchase Order

Name of Business/Organization

Address

Contact Name

Contact Phone Number

Contact Email

Tax ID#

ADDITIONAL SCHOOL REQUIREMENTS

School of Architecture: For all School of Architecture courses, the signature of the School of Architecture Registrar, Sharon McDonald (434-924-3937 or slf7a@virginia.edu), must be obtained after obtaining the class instructor's signature. Community Scholars may enroll in a lifetime maximum of four courses in the School of Architecture.

Bachelor of Interdisciplinary Studies: Please consult with the BIS Program staff at 434-924-5274 prior to obtaining the class instructor's signature.

Darden Graduate School of Business: For all Darden courses, the signature of the Darden Registrar, Catherine Smiley (434-924-4785 or chs3y@virginia.edu), must be obtained prior to obtaining the class instructor's signature. Community Scholars may enroll in a lifetime maximum of six credit hours in the Darden Graduate School of Business.

School of Engineering and Applied Sciences courses numbered 3000 and above: Special advance approval is required for all courses numbered 3000 and above. Current transcripts must be submitted with the registration form at least two weeks prior to the start of classes to initiate the registration approval process. Contact the Community Scholar office at (434) 982-4789 or communityscholar@virginia.edu for additional information.

English courses numbered 8000 and above in the College of Arts and Sciences: Special advance approval is required for English courses numbered 8000 and above. Contact Professor Susan Fraiman (434-924-6650 or sdf8x@virginia.edu) regarding course pre-approval.

McIntire School of Commerce: Special advance approval is required to register for all Commerce School courses. Current unofficial or official transcripts must be submitted with the registration form at least two weeks prior to the start of classes to initiate the registration approval process. Contact the Community Scholar office at (434) 982-4789 or communityscholar@virginia.edu for additional information.

School of Nursing: Community Scholars may only register for courses that begin with the mnemonic NUIP in the School of Nursing. The signature of the School of Nursing Registrar, Britta Keller (434-924-0076 or nur-registrar@virginia.edu), must be obtained prior to obtaining the course instructor's signature.

Important Community Scholar Information

- Two course limit per semester (with the exception of high school students – 1 course limit per semester).
- The Community Scholar Program does not grant degrees.
- Instructor signature is required to enroll in all courses. For some Schools, additional signatures may be required (see left).
- You must show proof of an undergraduate degree to take graduate-level courses.
- Community Scholars must be in good academic standing. Minimum grade requirements apply.
- The Community Scholar Program maintains its own registration calendar specific to add, drops, refunds, withdrawals, incompletes, and grade changes.
- Full payment is required at registration.

For complete policy information, please consult *The Community Scholar Handbook*.

CONTACT INFORMATION

School of Continuing & Professional Studies

104 Midmont Lane, Zehmer Hall, Charlottesville, VA, 22904
434-982-4789 Toll free: 1-800-346-3882