

## SECTION ONE: PERSONAL INFORMATION

All fields are required.

First Name	Middle Initial	Last Name	Birthdate MM/DD/YY
Mailing Address		City	State/Province ZIP
Daytime Telephone		Email Address	

## SECTION TWO: CLASS ENROLLMENT

Class Number	Class Section	Instruction Mode	Course Title	Units/Credit Hours <i>(n/a for noncredit)</i>	Tuition	Fees	Total
<b>TOTAL</b>							

## SECTION THREE: PAYMENT

You must select your form of payment.

**Check/Money Order**

To pay by check or money order, please make check or money order payable to the University of Virginia. Class title should be noted on your payment. It is preferred that you mail your payment to UVa/SCPS, PO Box 400764, Charlottesville, VA 22904-4764, Attention: Financial Operations.

As an alternative, you may bring your check into any SCPS Academical Center. However this may slow processing as it will be mailed to the above address for posting to your account.

**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 can access SIS 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. This process ensures 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 noted on the Online Permission to Enroll Form and this Form. 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 and tax ID must be included. Letters must be submitted to SCPS Registration and Enrollment Services no later than the first day of class.

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#

COURSE TYPE	IN-STATE RATES						OUT-OF-STATE RATES					
	Credit Hours						Credit Hours					
	1	2	3	4	5	6	1	2	3	4	5	6
Undergraduate	405	810	1215	1620	2025	2430	882	1764	2646	3528	4410	5292
Graduate	480	960	1440	1920	2400	2880	870	1740	2610	3480	4350	5220
Active Duty Military (Online Undergraduate)	250	500	750	1000	1250	1500	250	500	750	1000	1250	1500
K12 Educators (Degree and non-Degree)*	340	680	1020	1360	1700	2040	720	1440	2160	2880	3600	4320

Noncredit Tuition - see print or online catalog for tuition and fees. [www.scps.virginia.edu](http://www.scps.virginia.edu)

\*The University of Virginia offers a special professional development credit course tuition rate to students who are currently employed full time by a preK-12 Virginia public school system, an accredited Virginia private school system, or a Virginia licensed preK-12 residential school. Qualifying students are eligible for the special rate for up to six credit hours per semester.

## DROP/REFUND REQUEST

Please see our website for the most up-to-date policy, and refund schedule. Drops/refund requests are completed online.

## FEES

### Board Approved Fees

CEU Fee (for each CEU course) . . . . .	\$50
Returned Check Fee . . . . .	\$50

### Mandatory Comprehensive Fee

Off-Grounds Fee, including Charlottesville . . . . .	\$.35 per credit hour
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## CONTACT INFORMATION

### SCPS Registration & Enrollment Services

TOLL FREE: 1.800.346.3882  
 LOCAL: 434.982.5252  
 FAX: 434.982.5324  
 EMAIL: [SCPSregistration@virginia.edu](mailto:SCPSregistration@virginia.edu)