

**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.

 **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 UVAPay, an advanced, secure online payment system. Once your Visiting Student Form requesting permission to enroll has been received and processed, and your Class Registration Form is received and processed, you can access SIS to pay by e-Check or Credit Card using American Express, Discover, or MasterCard. With UVAPay, all credit card payments are processed by a credit card processor, 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 the credit card processor to charge a percentage service fee and would require UVA 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 Visiting Student 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 seven calendar days before 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	488	976	1464	1952	2440	2928	488	976	1464	1952	2440	2928
Graduate	590	1180	1770	2360	2950	3540	590	1180	1770	2360	2950	3540
Active Duty Military (Online Undergraduate)	250	500	750	1000	1250	1500	250	500	750	1000	1250	1500

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

### 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 .....\$9 per credit hour

### 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)