

Institute on Philanthropy Registration Form

University of Richmond School of Continuing Studies



RICHMOND

School of Continuing Studies

scs.richmond.edu/philanthropy
(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. If you require special accommodations to attend a class, please notify the Office of Community and Professional Education at least 15 days in advance. Please type or print clearly using blue or black ink.

Student Information

What kind of student are you? New Student Returning Student

Last Name		First Name		Middle Initial	UR ID Number	
Mailing Address			City	State	ZIP Code	
Daytime Phone	Evening Phone	Fax	Birth Date	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Email Address			<input type="checkbox"/> Yes <input type="checkbox"/> No UR Alumna/us?	Grad Year	Degree	
Employer						

Ethnicity/Race (Optional)

- Are you Hispanic/Latino? Yes, Hispanic or Latino No
 - Regardless of your answer to the prior question, please select 1 or more of the following ethnicities that best describes you:
 American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
- Do you want to be notified about other School of Continuing Studies courses, programs and events? Yes No
 If so, how do you prefer to be notified? Mail E-mail Other

Course Information

Please check below if applicable

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 Continuing Studies.

Course Name	Start Date	CRN	Fee	Discount	Total
SAMPLE: Survival Skills for Event Planners: A Breakfast Workshop	9/26/06	80129	\$50		\$50
Grand Total					

Payment Information

Payment MUST accompany this form. Please read our Cancellation and Refund Policy (below).

<input type="checkbox"/> Check Enclose check made payable to University of Richmond	<input type="checkbox"/> Credit Card Charge my: <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express
<input type="checkbox"/> Univ. of Richmond Professional Development Dept. Charge Index Acct: _____	Account Number: _____
Supervisor Printed Name: _____	Expiration Date: _____ Amount: \$ _____
Supervisor Signature: _____	Cardholder's Name: _____
	Signature: _____ Amount: \$ _____

Need an email confirmation message sent to an employer? Email: _____

Bring Your Form to Us

The School is located in the Special Programs Building near the River Road Entrance. Call 804-289-8133 for directions. Office Hours: Mon.-Thu. 8:30AM – 7PM; Fri. 8:30AM – 5PM

Mail Your Form to Us

Kathy Powers
Institute on Philanthropy
School of Continuing Studies
University of Richmond, VA 23173

Fax Your Form to Us

(804) 484-1474
Secure Fax



INSTITUTE ON PHILANTHROPY
AT THE UNIVERSITY OF RICHMOND

Cancellation and Refund Policy. The Office of Community and Professional Education reserves the right to cancel any class or make any other changes it deems necessary. Course fees will be refunded in full when the Office of Community and Professional Education cancels a course. A participant who wishes a refund must make a request in writing no less than eight days prior to the first class meeting. A 50% processing fee will be deducted from the refund. Refunds will not be issued after the first class.