

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
TOTAL							

SECTION THREE: PAYMENT	
<p>You must select your form of payment.</p> <p><input type="radio"/> <b>Check/Money Order</b></p> <p>To pay by check, you can mail or bring your payment to an SCPS Regional Center. Please include the class title on your check, made payable to the University of Virginia. Money orders are also accepted.</p> <p><input type="radio"/> <b>e-Check or Credit Card</b></p> <p>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.</p> <p><i>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.</i></p> <p><i>Credit card payments cannot be made by phone or in person. This process ensures the security of your personal and credit card information.</i></p>	
<p><input type="radio"/> <b>Sponsor/Employer</b></p> <p>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.</p> <p>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 the SCPS Regional Center no later than the first day of class.</p> <p><input type="radio"/> Check from Business/Organization</p> <p><input type="radio"/> Credit Card from Business/Organization (Sponsor/employer payments made by credit card will be done by contacting the University's Accounts Receivable Department).</p> <p><input type="radio"/> Purchase Order</p> <p>Name of Business/Organization _____</p> <p>Address _____</p> <p>Contact Name _____ Contact Phone Number _____</p> <p>Contact Email _____ Tax ID# _____</p>	