

POLICIES FOR MULTISKILLS ENGLISH & ADVANCED ORAL COMMUNICATION CLASSES

Registration

New students must complete a short online interest form and attend a screening meeting with the instructor before applying for the course. [Application instructions are online.](#)

Former students will receive the class application via email. They can also contact the International Center to get it.

If there is still space in the class, we will accept late registration until February 8, 2017.

Billing & Payment

Once students submit their online application, they will be enrolled for their class in the UVA Student Information System and Student Financial Services will bill them for their class.

The International Center will notify students when they are enrolled and can access their bills online. Students must pay online or in person at the Cashier's Office by the payment deadline, February 10, 2017 at 5 PM. If a student decides to no longer take the class and does not notify our office, he/she is still enrolled in the class and is responsible for paying the class fee. Students will have an outstanding bill until it is paid and be blocked from future course registration at UVA.

Refund

To receive a full refund, students must drop the class by the payment deadline, February 10, 2017 at 5 PM, by emailing the International Center at intlctr@virginia.edu. Any withdrawal past the payment deadline will not receive a refund.

Drop/Withdraw

To drop or withdraw from a class, students must email the International Center at intlctr@virginia.edu, not the instructor. Students can drop a class before the payment deadline and they would receive a full refund and the class would be removed from their transcript. After the payment deadline, students can only withdraw from a class and they would not get any refund and would receive a "W" for the class on their UVA transcript.

Course Completion

To receive a satisfactory letter of completion and grade on their transcript at the end of the course, students are expected to attend every class meeting, complete assignments, and participate in class. If students have numerous unexcused absences, they risk not receiving a satisfactory letter of completion and grade on their transcript.