# **Bankruptcy Course**

### 16 December 2024 Arlington County Government Center

The course will present a basic overview of the bankruptcy process, including the automatic stay, ceasing collection action, the different types of bankruptcy and what they mean, and when and how to file a claim. Also discussed will be how taxes are treated in bankruptcy, how to deal with those pesky attorneys who always think they know more than you do, and what happens after the bankruptcy case is over.

#### Course: Mandatory for initial certification for treasurers Elective for deputy treasurers

For more information see the *Certification Handbook.* If you have questions on certification, contact Beth Watson at eaw3f@virginia.edu

Instructor:	Jeff Scharf, partner, Taxing Authority Consulting Services (TACS)	
<b>Registration Site:</b>	https://coopercenter.my.site.com/certification/s/login/	
Registration Fee:	<ul><li>\$185 Member (TAV and CRAV members)</li><li>\$260 Non-Member (all others)</li></ul>	

### Registration Deadline: 6 December 2024

Fee includes course materials and except for a box lunch no other food or refreshments will be provided. Bring your own beverage. Eat breakfast before coming. You will be sent the choices for the box lunch after registration close.

A \$10.00 processing fee will be assessed for cancellations. No refunds for cancellations received less than 7 days before the course unless your space is filled. After you select your event, don't forget to check the box before the class in order to complete your on-line registration.

Payment: On-line with a credit card Check, electronic transfer or LPO also accepted

To make payment using a method other than credit card, please print out your registration form and enclose a copy with your check. If paying via electronic transfer or via LPO, please include the invoice number with your payment.

Make checks payable to:	University of Virginia
Mail to:	Treasurers' Association of Virginia c/o Cooper Center for Public Service PO Box 400206 Charlottesville, VA 22904-4206

# **Class Schedule and Exam Information**

### Please note that the class will start at 9:30 a.m. That should allow some people to drive to the class that morning.

9:15- 9:30 an	n	Registration
9:30 am – 12	Noon	Class begins at 9:30 a.m. and ends around 4:00 p.m.
12 Noon – 12:45 pm		Lunch Break (Box Lunch provided)
1:00 – 4:00 p	m	Class continues
What to Brin	ig to Class:	Assorted Highlighters Post-it and/or Sticky Notes
Exam:	Exam will be	online at the UVA Collab site (3 Hours; Open Book)

The exam is open 5:00 pm, December 16 to 5:00 pm, December 17.

Once you start the exam the clock starts ticking. You can take the exam from your office or home computer; just make sure you are in quiet location.

### NOTE: If you start the exam later than 2:00 pm on December 17 you will not have a full 3 hours to take the exam as the system will lock you out at 5:00 pm.

**Grades:** Grades will be available on the **UVA Collab** site 48 hours <u>after</u> the close of the exam

### Online Exam via UVACollab Site

A few days before the course, you will receive a link to the UVACollab site for the course.

In the *Resources* file you will find two info sheets:

- 1. A document, *Essential Tips for Taking Online Tests in UVACollab*. It is highly recommended that you read this document before taking the online exam.
- 2. A document, **How do I view the feedback in my assessment (i.e. test or quiz).** It explains to you how to read your grade.

In the *Tests and Quizzes* file you will find the course assessment (final exam). The exam will not be open until the conclusion of the course.

### **Commuters Warning!**

Based on when the course ends be aware that you will be in the midst of rush hour traffic. Some routes have fees or other restrictions that may cause you a much longer commute.

Consider staying a second night, if you can.

### **Directions to Arlington County Government Center**

The Arlington County Government Center (703-228-3052) is located at 2100 Clarendon Blvd, Arlington, VA 22201. The class will be on the Second Floor in the Cherry Conference Room.

### Use this website to get directions from your locality: https://tinvurl.com/2f7b3694

#### Parking

You can park in the subterranean lot under the building, 2100 Clarendon Blvd Garage (703-525-6128). Follow signs for **Public Parking**. Maximum rate is \$14 per \$24 hours.

## **Local Hotel Information**

Please note that the Government rate is <u>not</u> always the lowest rate. In fact, for some of these hotels there were rooms available at a lower rate with some including breakfast.

The rate will vary depending on the availability when you book the room. Expect rates from \$118 to \$196 plus taxes. The official government per diem rate for December in Northern Virginia is \$196. Taxes will add extra—sales tax plus transient occupancy tax which in Arlington is 8.25%. Parking is always extra; check if you can leave your car in the lot when you are in class as they may charge extra once you check out of your room.

Please check the rates not only on the hotel website listed below but also on sites like booking.com, Expedia.com, Travelocity.com, trivago.com, kayak.com, etc.

If you are a member of AAA, Senior, etc. you might even get a better deal but not always.

The following hotels are within walking distance of the Arlington County Government Center.

### Hilton Garden Inn Arlington Courthouse

https://tinyurl.com/bddxbmxd 1333 North Courthouse Road Arlington, VA 22201 703-528-4444 Self-Parking is \$26 per night plus taxes

### Hyatt Place Arlington/Courthouse Plaza

https://tinyurl.com/2eu5k36h 2401 Wilson Blvd. Arlington, VA 22201 703-243-2494 Self-Parking is \$27 per night plus taxes

# Residence Inn Arlington Courthouse https://tinyurl.com/36az4yb5

1401 North Adams Street Arlington, VA 22201 703-312-2100 Self-Parking is \$29 per night plus taxes (limited; first come first serve basis)