

# FINANCIAL AID

Financial aid is available to those who qualify. Student loans, scholarships, grants and student employment are examples. To apply, go to [FAFSA.ED.GOV](https://fafsa.ed.gov) for the Free Application for Federal Student Aid (FAFSA). Use [School Code 001363](#) for Regis University. Submit it by [April 15](#) to receive maximum funding; you need to reapply every year.

You must be enrolled [at least half time](#) (at least six credit hours for undergraduates and three graduate credit hours for graduates) to qualify for federal loans.

The Financial Aid office will be notified and we will award aid according to the Estimated Family Contribution provided to us from your FAFSA. Additional information may be required before we process your award. Once your FAFSA is completed and all required documents have been received, we will email you letting you know your award letter is on WebAdvisor. First-time Federal Direct Loan borrowers must complete Entrance Counseling and sign a Master Promissory Note. Both can be found at [STUDENTLOANS.GOV](https://studentloans.gov).



You may apply for a book voucher while waiting for excess financial aid funds to be disbursed to you. Complete the Book Voucher form on WebAdvisor. If you are eligible for the voucher and it is approved, a credit will be established for you at the Regis University bookstore.

# ACADEMIC RECORDS & REGISTRATION

Our office is responsible for registration, student records and grades, official transcripts, enrollment and degree verification, veterans' benefits, commencement and international student requirements.



## REGISTRATION

Course schedules come from their respective schools. You can register on WebAdvisor, in person or by phone, and can pay at any campus.

## NON-RELEASE OF DIRECTORY INFORMATION

Students can request their name and information pertaining to their attendance at Regis be withheld from the University Student Directory and Commencement programs. The non-release form is at [REGIS.EDU/REGFORMS](https://regis.edu/regforms).

## TRANSCRIPTS REQUEST

Order official Regis University transcripts online at [GETMYTRANSCRIPT.ORG](https://getmytranscript.org). Standard and E-transcripts are available for a fee.

## ENROLLMENT/DEGREE VERIFICATION

Our office processes all enrollment and degree verification requests. There is no fee. Note we cannot process enrollment verification for the current semester until after the add/drop period.

## GRADUATION AND COMMENCEMENT

To be considered a candidate for graduation, students must file a Graduation Application with the Office of Academic Records and Registration one semester, or 15 credit hours, prior to anticipated graduation.

## ON WEBADVISOR

[WebAdvisor.Regis.edu](https://webadvisor.regis.edu)

- » Request a RegisNET account
- » Make a payment
- » View financial aid
- » Search and register for sections
- » Check your schedule
- » Grant authorized users access to your account
- » Change your address
- » And more

## ON THE REGIS WEBSITE

- » University Catalog – [Regis.edu/catalog](https://regis.edu/catalog)
- » Student Accounts – [Regis.edu/studentaccounts](https://regis.edu/studentaccounts)
- » Financial Aid – [Regis.edu/financialaid](https://regis.edu/financialaid)
- » Records and Registration Forms – [Regis.edu/regforms](https://regis.edu/regforms)
- » Academic Calendar – [Regis.edu/academic-calendar](https://regis.edu/academic-calendar)

## STUDENTSERVICES@REGIS.EDU

Regis University  
Main Hall, 4th Floor  
3333 Regis Blvd., A-8  
Denver, CO 80221-1099  
303.458.4126, 1.800.568.8932  
Fax: 303.964.5449

## ENROLLMENT SERVICES

- STUDENT ACCOUNTS
- FINANCIAL AID
- RECORDS & REGISTRATION
- STUDENT SERVICES

LOOK OUTWARD. INQUIRE WITHIN.

REGIS  UNIVERSITY





EVERY STUDENT OPENS A STUDENT ACCOUNT THE MOMENT REGISTRATION ACTIVITY BEGINS.

A student account is the account Regis bills and collects from based on account activity. Credits go to your student account in the form of payments, registration changes, adjustments and financial aid. Charges consist of registration activity fees and other debits.

## PAYING YOUR TUITION

Tuition rates may change annually. Please check the University Catalog and your program's website for details. Regis accepts credit cards, checks and money orders. Cash is accepted at the Northwest Denver campus only. Many students pay their tuition using financial aid, deferment of tuition or third-party billing.

## WAYS TO PAY

### ONLINE

Regis offers secure online account access through WebAdvisor. Access your account balance and pay tuition by logging into [webadvisor.regis.edu](http://webadvisor.regis.edu). There you can view your account activity and records.

### IN PERSON

Pay at any campus location. Cash payments are accepted on Northwest Denver campus only, in the Cashier's Office in Main Hall.

### PHONE

Call 303.458.4126 or 1.800.568.8932.

### MAIL

Mail check with your name and student ID number to  
**Regis University**  
**Student Accounts Office, 3333 Regis Blvd.,**  
**A-8, Denver CO 80221-1099**

## COMMUNICATIONS YOU WILL RECEIVE

When you register, you will receive a Registration Invoice in the mail as well as email notices reminding you of upcoming due dates and your account balance. If you do not want to receive invoices in the mail, e-mail your request to [STUDENTSERVICES@REGIS.EDU](mailto:STUDENTSERVICES@REGIS.EDU). Put "Paperless Billing" in the subject line and include your student ID number.

## UNDERSTANDING YOUR INVOICE

REGIS UNIVERSITY		Enrollment Services Student Accounts	3333 Regis Blvd A-8 Denver, CO 80221-1099 303-458-4126 / 800-568-8932 303-664-0449 FAX enrollsv@regis.edu	
Registration Invoice				
CHANGE OF ADDRESS ON BACK				
Date: 01/25/12	Via: MasterCard, Discover, American Express			
Student Name: Regis Student	Card Holder Name:			
Account/ID #: 1234567	Credit Card#: Exp. Date:			
Regis Student 3333 Regis Blvd Denver, CO 80221-1099	Signature: _____			
	Net Balance	Amount Enclosed		
	\$ 1,554.00	\$		
See Due Dates Below				
Pay online at <a href="http://webadvisor.regis.edu">webadvisor.regis.edu</a> or detach and return this portion with your payment. Mail payment to: Regis University 3333 Regis Blvd A-8, Denver, CO 80221. Please indicate account/ID number on checks.				
Regis University Registration Invoice 01/25/12 11:18AM	Description	Amount		
Name: Regis Student	Balance Forward	0.00		
Account/ID #: 1234567	Current Charges	5,700.00		
Term: 11SP 01/10/11 05/08/11	TOTAL CHARGES	5,700.00		
Advisor: Mr. Della M. Stued	*Pin Aid Not Yet Disbursed	4,346.00		
*Credit balances resulting from *Pin Aid Not Yet Disbursed* will be available for refund within 14 days after disbursement.	TOTAL CREDITS	4,346.00		
	ESTIMATED NET BALANCE (Due Dates below)	1,554.00		
EXPLANATION OF CHARGES				
Term Start/	Action Date	Description	Charges	Due Date
CURRENT CHARGES (01/10/11 through 05/08/11)				
11SP	01/10/11	Reg - 1188HQ-MHCC-410-MH1	1,800.00	01/28/11
11SP	03/07/11	Reg - 1188HQ-MHCC-410-MH1	0.00	03/24/11
11SP	03/07/11	Reg - 1188HQ-MHCC-497-MH1	1,800.00	03/24/11
11SP	03/07/11	Reg - 1188HQ-MHCC-410-MH1	0.00	03/24/11
11SP	03/07/11	Reg - 1188HQ-MHCC-400-XP90	2,900.00	03/24/11
Subtotal Current Registration Charges			5,700.00	
Current Other Charges			0.00	
TOTAL CURRENT CHARGES			5,700.00	

- A** Total Credits include confirmed financial aid and payments posted.
- B** Net Balance is what you owe after total credits are applied.
- C** Explanation of Charges shows the term, registered courses, charges and fees.
- D** Due dates.

We will mail a Registration Invoice within 10 days of registration activity. It includes due dates, charge explanations, financial aid and your class schedule.

## TUITION DEFERMENT

You may defer your tuition due date to 90 days after the start of the course's academic term. Complete an online Tuition Deferment request on WebAdvisor – select Students Menu, then Tuition Deferment. There is a **\$40 per-course fee**. The deferment form must be submitted with the fee on or before the course's tuition due date in order to be processed; late deferments are not accepted.

On the back, your invoice will show financial aid and your class schedule. If "Financial Aid Incomplete" is shown, check your account on WebAdvisor to complete the missing steps.

## MILITARY DEFERMENT

Active-duty military can defer tuition at no charge. Complete and sign the Military Deferment Form on WebAdvisor under the student accounts menu and present your military ID at any campus location. The form must be submitted before the course's tuition due date.



## PAYING ON TIME

Tuition payment, financial aid or completed deferments are due on the add/drop date of your class. A **\$75 late fee** will be assessed for each course not paid or deferred by the due date. It is the student's responsibility to drop courses not attended, not Regis' responsibility. Regis University may drop future registered courses for students that have a past due balance.

View your summary and make payments any time on WebAdvisor. Due date schedules are at [REGIS.EDU/STUDENTACCOUNTS](http://REGIS.EDU/STUDENTACCOUNTS). Future registration and release of transcripts and diplomas are restricted until financial obligations are paid in full. Failure to make a payment will result in collection action. Students are obligated to reimburse the university for all expenses incurred via collection, including but not limited to collection fees, court fees, attorney fees, administrative fees and other charges.

## IF YOU'RE HAVING TROUBLE PAYING

We understand students sometimes cannot meet their financial obligations. Contact the Student Accounts office and we will work with you to set up a payment agreement.

# TUITION AND FEES DEADLINES

**Payment and/or completed online deferments are always due on the add/drop date for your first class.**



## REFUNDS

**FINANCIAL AID REFUNDS:** When aid is disbursed, it will be applied to your tuition and fees. If you have a credit balance on your account after tuition and fees are paid, a refund will be issued via check or direct deposit within 14 days from the date funds are credited to your account.

### REGIS.EDU/FADISBURSEMENTS.

**DIRECT DEPOSIT:** To use this option, sign up on WebAdvisor. Under Student Accounts, click Direct Deposit.

**OTHER REFUNDS:** If a valid credit balance exists because of a class withdrawal or adjustments and overpayments, a refund may be generated. If you paid by credit card, the refund will go back to that card.

If you would like a credit balance to be held in your account, complete the Credit Balance Hold Form in the Publications section of the Student Accounts web site. Please note that financial aid credit balances can only be held within the same academic year.