



Enrollment Services  
Student Accounts

3333 Regis Boulevard A-8  
Denver, Colorado 80221-1099  
303-458-4126 / 1-800-568-8932  
FAX: 303-964-5449  
[www.regis.edu](http://www.regis.edu)

### International Exception Payment Policy

International students are required by law to financially support all expenses associated with studying in the United States. Please read the following information. If you have questions call 303-458-4126 or 1-800-568-8932.

By signing the International Exception Payment Policy form and adhering to its payment policy, non-resident aliens may register for courses at any time and pay for courses by the tuition due date. Students are classified as International if they hold citizenship in a country other than the United States and/or have a temporary visa. **Payment is due by the end of the first week of the academic period. Personal Deferment is not an option for non-resident alien students.**

*A **Non-resident Alien** is a person who is not a citizen or national of the United States and/or who is in this country on a temporary basis and does not have the right to remain indefinitely.*

*A **Permanent Resident** or **Resident Alien** is not a citizen or national of the United States, but has been lawfully admitted for permanent residency (and holds an Alien Registration card).*

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**If you pay prior to the due date, you will ensure that your payment is posted to your account on time.**

#### Methods of Payment

- **On line:** To pay online log into WebAdvisor, click Students, then click Make a Payment.
- **In person:** Cash, check, money order, and credit card (VISA, MasterCard, American Express, and Discover) are accepted at the Cashier window, Main Hall – Garden Level, between 9 a.m. – 4 p.m. Monday – Friday. Please request a receipt when paying by cash or money order.
- **By phone:** Credit card payments are accepted by calling 303-458-4126 from 8 a.m. – 6 p.m. Monday – Friday.
- **By fax:** Credit card payments are accepted by fax at 303-964-5449. Please include your name, Regis ID number, amount of payment in U.S. dollars, course number, credit card number, expiration date, signature, and date.
- **By mail:** Check or money order payments can be mailed to: Regis University, PO Box 173861, Denver, CO 80217-3861. Please put your Regis ID number on your check or money order.

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Student Information (You may fill out this form online, then print it and sign it.)

Regis ID# \_\_\_\_\_ Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Street \_\_\_\_\_ Apt # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**International Exception Terms and Conditions:** Payment is due by the end of the first week of the academic period. Payment may be made using one of the methods listed above. Personal Deferment is not an option for non-resident alien students.

I understand that if my payment is not posted to my account by the tuition due date, my registration will be dropped, and I may be placed on 'Pay Up Front' status for future registrations.

**My signature acknowledges that I have read and agree to the International Exception terms and conditions.**

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Please note: A fax signature is as good as an original signature.

Return signed form to the address above, or fax to 303-964-5449.