

## Your Student Account

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. Charges to your account consist of registration activity, fees, housing, meal plans, health insurance, and other debits. Credits go to your student account in the form of payments, registration changes, adjustments, and financial aid. The student account belongs to the student, not the parent.

### Paying Your Tuition

Regis accepts credit cards, checks, money orders, and cash payments.

Many students pay their tuition using financial aid, the Regis Payment Option, or third-party specialized billing.

There are various ways that you can pay your tuition:

*Online:* Regis offers secure online account access through WebAdvisor. You can access your student account balance information and pay your tuition online by logging in to [webadvisor.regis.edu](http://webadvisor.regis.edu). You may view your financial aid activity and your entire student account record.

#### **Tuition and Fees Due Dates**

**Fall Semester - August 1**  
**Spring Semester - January 1**  
**Summer Semester - May 1**



*In Person:* You may pay your tuition at the Cashier's Office, located on the first floor in Main Hall, or in the Enrollment Services office, which is on the fourth floor of Main Hall.

*By Phone:* You may call in your payment to 303-458-4126 or 800-568-8932.

*By Mail:* You may mail your check or credit card payment (with the student's name and Student ID number) to:  
Regis University  
3333 Regis Blvd., A-8  
Denver, CO 80221-1099

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## Refunds

### *Financial Aid Refunds*

Guaranteed financial aid monies (including scholarships and student loans) are automatically disbursed into your student account. If there are funds in excess of tuition and fees, a refund check will be processed and mailed to you within 14 business days of the disbursement date. To take advantage of the Direct Deposit option, login to WebAdvisor and sign up. Select the Students menu and then click Direct Deposit (US). Refunds for federal (Title IV) aid recipients are assessed in accordance with federal regulations and may be withheld and/or charged back to the student's account.

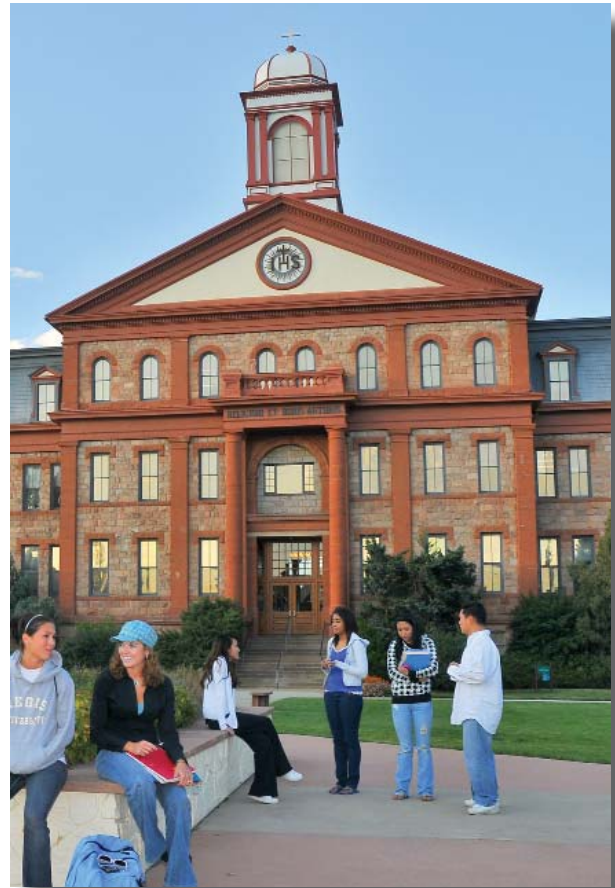
### *Other Refunds*

If a valid credit balance exists on your account because of such things as withdrawal from a class or adjustments and over-payments, you will receive a refund. If you paid by credit card, the refund will go back to the credit card; otherwise, you will be issued a check. To keep the money in your account for future charges, fill out a Credit Balance Hold form, which can be found on the Student Accounts web page; click Forms and Publications. If you need a refund within two to three working days, call 303-458-4126 or 800-568-8932.

## The Student Accounts Office

The Student Accounts office, located on the fourth floor of Main Hall, provides information on how to pay your tuition and fees, what payment methods are available, and the options we offer for payment. Our goal is to make the payment process easy and understandable.

Each time you register, you will receive a Registration Invoice in the mail. You will also receive e-mail notices periodically reminding you of upcoming due dates and informing you of any balances on your student account. Remember that all student account information will be e-mailed using your secure Regis e-mail account.



## Regis Payment Option


We offer a convenient interest-free Regis Payment Option (RPO) to Regis College students. This plan makes tuition payment more manageable by spreading the semester tuition expenses over four or five monthly payments. A separate RPO application needs to be submitted each semester.

The enrollment cost for the Regis Payment Option requires a non-refundable \$50 per semester enrollment fee to cover the administrative cost of this plan. Interest charges will not be assessed on the plan balance. A \$15 fee will be assessed for each late monthly payment.

Applications for the RPO are available on-line and are mailed with your initial bill prior to the start of the semester. Once enrolled, students can make their payments online through WebAdvisor.

## Understanding Your Registration Invoice

A Registration Invoice is mailed to you before the beginning of a term or within 10 days of registration activity. The invoice includes due dates, explanation of charges, financial aid information, and your class schedule.



**REGIS**  
UNIVERSITY

Enrollment Services  
Student Accounts

**Registration Invoice**

3333 Regis Blvd A-B  
Denver, CO 80221-1099  
303-458-4125  
303-364-3448 FAX  
enrollm@regis.edu

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CHANGE OF ADDRESS ON BACK

Date: 11/06/06

Student Name: Regis College Student  
Account/ID #: 1234567

Regis College Student  
3333 Regis Blvd  
Denver, CO 80221

Via \_\_\_\_\_ MasterCard \_\_\_\_\_ Discover \_\_\_\_\_ American Express \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_  
Signature \_\_\_\_\_

Net Balance	Amount Enclosed
\$ 6,535.75	\$

See Due Dates Below

Pay online at <http://www.webadvisor.regis.edu> or detach and return this portion with your payment.  
Mail check to Regis University P.O. Box 17361 Denver, CO 80217. Please indicate account/ID number on check.

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Regis University Registration Invoice 11/04/06 44:109W	Description	Amount
	Balance Forward	8.00
	Current Charges	17,835.00
	<b>TOTAL CHARGES</b>	<b>17,835.00</b>
<b>Name</b> ..... Regis College Student <b>Account/ID #</b> 1234567 <b>Term</b> ..... 047A 08/28/06 12/17/06 <b>Address</b> .....	Cash, Check & Credit Card Payments	2,998.25-
	Financial Aid Disbursed to Account	6,213.00-
	*Fin Aid Not Yet Disbursed (Est Net Act)	1,000.00-
	Deposits	300.00-
	<b>TOTAL CREDITS</b>	<b>10,509.25-</b>
	<b>ESTIMATED NET BALANCE (Due Dates below)</b>	<b>6,535.75</b>

\*Credit balances resulting from \*Fin Aid Not Yet Disbursed\* will be available for refund within 14 days after AI-disbursement.

Detailed information regarding Current Charges Due Dates, Financial Aid and Payment Plans are provided below and on reverse side.

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**EXPLANATION OF CHARGES**

Term	Start/Action Date	Description	Charges	Due Date
<b>CURRENT CHARGES (08/28/06 through 12/17/06)</b>				
<b>Current Registration Charges</b>				
	08/01/06	Reg - 047A	12,400.00	08/01/06
	08/01/06	Reg - 047A	0.00	08/01/06
<b>Subtotal Current Registration Charge</b>			<b>12,400.00</b>	
<b>Current Other Charges</b>				
	08/01/06	OCN	8.00	08/01/06
	08/01/06	Flex Plan	1,815.00	08/01/06
	08/01/06	Student Health Insurance 047A	0.00	08/01/06
	08/01/06	New Student Orientation Fee	150.00	08/01/06
	08/01/06	SGH 211	0.00	08/01/06
	08/01/06	OCN 218	1,420.00	08/01/06
	08/01/06	Payment Plan Setup Charge	50.00	08/01/06
<b>Subtotal Current Other Charges</b>			<b>4,435.00</b>	
<b>TOTAL CURRENT CHARGES</b>			<b>17,835.00</b>	

**Total Credits** include guaranteed financial aid and any payments posted.

**Net Balance** is the amount you owe after considering credits and guaranteed financial aid.

**Explanation of Charges** shows the term, your registered courses, charges, and due dates, as well as any additional fees.

**Due Dates** are displayed here according to your registration.

### What's on the Back

The back of the invoice will show you your financial aid and payment plan information and class schedule. If "Financial Aid Incomplete" appears on your invoice, be sure to check your account on WebAdvisor and complete any necessary paperwork.



## The Importance of Paying On Time

Full payment of your student account balance is due by the due date. The due date for fall semester is August 1; the due date for spring semester is January 1. A \$100 late fee will be assessed if arrangements to pay are not completed by the due date.

Future registration and release of transcript/ diploma are restricted until the past due financial obligation is paid.

Failure to make a payment arrangement on a delinquent student account will result in further collection action and possible drop of registration. Students are obligated to reimburse the University for all expenses incurred in the collection of past due accounts including, but not limited to, collection fees, court costs, attorneys fees, administrative costs, and other applicable charges.

## When You're Having Trouble Paying

We understand that at times students are unable to meet their financial obligations. Contact the Student Accounts office if you are having trouble paying, and we will work with you to set up a payment agreement.

## *Student Accounts*

Regis University  
Main Hall, 4th Floor  
3333 Regis Boulevard, A-8  
Denver, CO 80221-1099  
303-458-4126 or 800-568-8932  
FAX: 303-964-5449



### Where to Find . . .

#### **Tuition**

[www.regis.edu/studentaccounts](http://www.regis.edu/studentaccounts). Click on Cost of Attendance.

#### **Due Dates and Forms**

[www.regis.edu/studentaccounts](http://www.regis.edu/studentaccounts).

#### **Financial Aid**

[www.regis.edu/financialaid](http://www.regis.edu/financialaid).

#### **WebAdvisor**

[webadvisor.regis.edu](http://webadvisor.regis.edu). View your account and pay online. If you have questions about WebAdvisor access, call 303-458-4050 or 800-568-8932.

#### **Health Insurance**

[www.regis.edu](http://www.regis.edu). See Student Life Student under Current Students or call 303-458-4086.

#### **Financing Your Education Expenses**

[www.regis.edu/financialaid](http://www.regis.edu/financialaid). Click on Forms and Publications.

#### **Direct Deposit**

[webadvisor.regis.edu](http://webadvisor.regis.edu). Log in and click Students, then Direct Deposit (US).