**FIRST THINGS FIRST**

- Set up your RegisNET account, including your Regis University email. (Continuing students should have completed this step already.)
  
  **REGISNET ACCOUNT SET UP.**
- Regularly check your Regis email by signing in on REGIS TODAY.
- Memorize your Regis ID number and include it on all correspondence.
- Check WEBADVISOR to ensure your course schedule is what you intended. You want the most accurate bill to help plan your expenses for the semester.
- Check in with your Academic Advisor at least once each semester. Follow your degree plan and/or discuss changes with your Academic Advisor.
- If your enrollment plans will change for the semester, follow through with all required steps, forms, and documentation.

**FINANCIAL AID**

- Complete your Free Application for Federal Student Aid (FAFSA) at FAFSA.ED.GOV as soon as possible. Priority funding requires submitting the FAFSA by April 15 every year.
- Once you are notified an award letter is available, login to WebAdvisor to view your Award Letter. To respond to your loan offer, click on Accept or Reject My Federal Direct Student Loan.
- If accepting Federal Direct Loans, first time borrowers at Regis University must complete Entrance Counseling and a Master Promissory Note online at STUDENTLOANS.GOV.
- If you are awarded Federal Pell Grant AND you graduated from a Colorado high school AND you are a current Colorado resident, you may be eligible for the College Opportunity Fund (COF). Complete the Colorado Residency form and the Authorization to Request COF Stipends form found at REGIS.EDU/FAFORMS. You must also apply for the funds at COLLEGE ASSIST.
- Successfully complete your enrollment each semester to ensure continued eligibility. (If you are struggling during a semester and need to adjust your schedule, either by dropping or withdrawing from your course(s), contact us to discuss your options and potential consequences. Even incompletes in your courses can change your eligibility.)

**NEXT YEAR REMINDERS!**

- You must complete a FAFSA by April 15 every year for priority funding.
- Check your Regis email often for any notices and/or documentation requests. If selected for verification, all requested information must be received prior to awarding.

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Financial Aid, Student Accounts and Student Services are pleased to provide this checklist as a reminder of the steps to take to ensure your student bill is accurate and is covered in full by the tuition due date(s). The main offices for our department, Enrollment Services, are located on the 4th floor of Main Hall at the Lowell campus. We are here to assist you if you have any questions or concerns.
FINANCIAL CHECKLIST FOR STUDENTS

STUDENT ACCOUNTS: PAYMENT OPTIONS

- View your entire student account record on WEBADVISOR.
- If you are not utilizing financial aid or have an outstanding balance after financial aid is considered, you have options.

1. Pay by check, credit card or cash by the tuition due date.
   (Tuition is always due on the add/drop date for your class)

ONLINE

Regis offers secure online account access through WEBADVISOR, where you can access your student account balance information, pay your tuition online, view your financial aid activity and view your entire student account record.

IN PERSON

You may pay your tuition at the Cashier’s Office on the first floor of Main Hall, or in the Enrollment Services office located 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
Student Accounts
3333 Regis Blvd., A-8
Denver, CO 80221-1099

2. Set up a Tuition Deferment

You may defer your tuition due date 90 days from the start of the course’s academic term. This 90-day extension allows students time to apply for financial aid, obtain funds through tuition reimbursement, or self-pay in increments within the 90 days. Late deferments (after the due date) are NOT accepted. Please complete and submit your Tuition Deferment request online.

The online Tuition Deferment can be completed in four easy steps. Log into WebAdvisor Students Menu and, under Student Accounts, click “Tuition Deferment.”

- Select term
- Select course(s) to defer and confirm selection
- Pay Deferment Fee ($40 per course) for validation of deferment

Deferment fees are non-transferrable and non-refundable. Please note: course fees cannot be deferred. The Deferment Plan creates a financial obligation between you and the University. Transcripts and/or diplomas cannot be released during the deferment period. If you paid a deferment fee and your course is cancelled, you will be credited for the deferment fee.