

\$ 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 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.

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.



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

Students must consult with an academic advisor prior to registration. Registration and any changes must be approved by your academic advisor. Registration is completed on WebAdvisor.

RECORDS AND GRADES

Final grade reports for traditional students in all colleges are posted on WebAdvisor approximately 10 days after the end of the semester. Grades for courses completed before the end of the semester will not be posted until the semester's end.

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.

TRANSCRIPTS REQUEST

Order official Regis University transcripts online at 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 two semesters prior to anticipated graduation.

ON WEBADVISOR

webadvisor.regis.edu

- » Request a RegisNET account
- » Make a payment
- » View financial aid
- » Search and register for sections
- » Check your schedule
- » Authorize parents or others to access your account
- » Change your address
- » And more

ON THE REGIS WEBSITE

- » University Catalog – Regis.edu/catalog
- » Student Accounts – Regis.edu/studentaccounts
- » Financial Aid – Regis.edu/financialaid
- » Records and Registration Forms – regis.edu/regforms
- » Academic Calendar – 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 AND REGISTRATION
STUDENT SERVICES

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 and other debits. Student accounts belong to the student, not the parent.



REGIS PAYMENT OPTION

We offer an interest-free Regis Payment Option (RPO) to Regis College students. The plan spreads the semester tuition expenses over four, five or six monthly payments. An RPO application must be submitted each semester. Enrollment in the RPO requires a non-refundable \$50 fee. Interest charges will not be assessed. A \$15 late fee will be applied for each late monthly payment.

RPO applications are mailed with your initial bill and are also available at regis.edu/studentaccounts. To pay via WebAdvisor, select "Make a Payment," then "Pay on my Regis Payment Option."

TUITION & fees deadlines

FALL SEMESTER: AUGUST 1

SPRING SEMESTER: JANUARY 1

PAYING YOUR TUITION

Tuition rate adjustments may apply every fall semester. Please check the University Catalog or your college's website for details. Regis accepts credit cards, checks and money orders. Many students pay their tuition using financial aid, the Regis Payment Option, 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. There you can view your account activity and records.

IN PERSON

Pay at the Cashier's Office on the first floor in Main Hall, or in the Enrollment Services office, fourth floor of Main Hall. Cash payments are accepted in the Cashier's Office only.

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 course schedule update via your regis.edu email the following business day. You'll also receive email notices reminding you of upcoming due dates and your account balance.

UNDERSTANDING YOUR INVOICE

REGIS UNIVERSITY Enrollment Services Student Accounts 3333 Regis Blvd A-8 Denver, CO 80221-1099 303-458-4126 / 800-568-8932 303-964-5449 FAX: 303-964-5449 enroll@regis.edu

Registration Invoice

Date: 01/25/12
 Student Name: Regis Student
 Account / ID #: 1234567

3333 Regis Blvd A-8
 Denver, CO 80221-1099
 303-458-4126 / 800-568-8932
 303-964-5449 FAX
 enroll@regis.edu

CHANGE OF ADDRESS ON BACK

Visa _____ MasterCard _____ Discover _____ American Express _____
 Card Holder Name _____
 Credit Card # _____ Exp. Date _____

Signature _____

	Nat Balance	Amount Enclosed
	\$ 1,554.00	\$

See Due Dates Below

Pay online at <http://webadvisor.regis.edu> 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.

Description	Amount
Regis University Registration Invoice 01/25/12 11:16AM	
Balance Forward	0.00
Current Charges	5,700.00
TOTAL CHARGES	5,700.00
*Pin Aid Not Yet Disbursed	4,146.00
TOTAL CREDITS	4,146.00
Credit balances resulting from "Pin Aid Not Yet Disbursed" will be available for refund within 14 days after disbursement.	
REVENUED NET BALANCE (See Dates below)	1,554.00

EXPLANATION OF CHARGES

Term	Start/Action Date	Description	Charges	Due Date
CURRENT CHARGES 10/1/11 through 09/08/11				
11SP	01/10/11	Reg - 11SBW2*HSC0C*410*H41	1,800.00	03/18/11
11SP	03/07/11	Reg - 11SBW2*HSC0C*410*H70	0.00	03/14/11
11SP	03/07/11	Reg - 11SBW2*HSC0C*407*H70	1,800.00	03/14/11
11SP	03/07/11	Reg - 11SBW2*HSC0C*410*H70	0.00	03/14/11
11SP	03/07/11	Reg - 11SBW2*HSC0C*400*H70	2,040.00	03/14/11
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.

A Registration Invoice packet is mailed to you **BEFORE THE BEGINNING OF A SEMESTER** and is always available on WebAdvisor. On the back, your invoice will show financial aid and your class schedule. If **"FINANCIAL AID INCOMPLETE"** is shown, check your account on WebAdvisor and complete your paperwork.



STUDENT ACCOUNTS OFFICE

The Student Accounts office on the fourth floor of Main Hall has information on paying tuition and fees, payment methods, and payment options. Our goal is to make the process easy and understandable.

PAYING ON TIME

Full payment of your student account balance is due by the posted due date. The due date for the fall semester is Aug. 1; the deadline for the spring semester is Jan. 1. A \$300 late fee will be assessed if payment arrangements are not made by the due date. Future registration and transcript and diploma release are restricted until financial obligations are paid in full.

Failure to make a payment on a delinquent account will result in collection action and possible drop of registration. 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.

REFUNDS

FINANCIAL AID: Financial aid, including scholarships and loans, are automatically applied to your student account. If there are funds in excess of tuition and fees, a refund check will be mailed within 14 days of disbursement, or you may request Direct Deposit. To do so, log into WebAdvisor, click on the Students menu and selected 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.