Welcome to Regis University

The Student Accounts office 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.

Paying Your Tuition

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

Many students pay their tuition using financial aid, deferment of tuition, 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. You may view your financial aid activity and your entire student account record.

In Person: You may pay at any campus location. Cash payments are accepted only at the Lowell campus, in the Cashier’s Office, located on the first floor in 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 your name and student ID) to:
Regis University
3333 Regis Blvd., A-8
Denver, CO 80221-1099

Communications You Will Receive

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 to update your address, phone number, and e-mail if there are changes.

International Students

All non-resident students attending Regis University must complete an International Exception Payment Policy form. These forms are available on the Student Accounts website. International students are not eligible for deferment of tuition.
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 days of the disbursement date. 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 due to such things as withdrawal from a class or adjustments and over-payments, you may request to keep the money in your account for future charges. Account refunds are typically processed within two to three working days of the request. If no request is made to hold the credit balance, 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 request a refund, call 303-458-4126 or 800-568-8932.

Sponsored Billing
Regis University uses Sponsored Billing to process third-party specialized billing. Some students work for employers or are military students that have a direct billing agreement established with Regis. These third-party payers have agreed to pay Regis University part or all of the student's tuition and fees. Student Accounts will provide billing statements to these third-party payers after the add/drop date of each academic term. For more information go to www.regis.edu/studentaccounts and click on Sponsored Billing.

Please note that Third-Party Specialized Billing is NOT Tuition Reimbursement. In most cases, tuition reimbursement is contingent upon grades and is an arrangement solely between the student and his or her employer. The Tuition Deferment option is suggested in this case.

Deferment of Tuition
You may choose to defer your tuition due date 90 days after the start of the course's academic term. The form and due date schedule can be found at www.regis.edu/studentaccounts; click on Due Dates and Forms.

Tuition Deferment with Fee: There is a $40 per-course deferment fee for this option. The Tuition 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.

Military Deferment no Fee: Active-duty military may choose to defer tuition as indicated above at no charge. Complete and sign the Military Deferment Form and present your military ID at any campus location. The Military Deferment Form must be submitted on or before the course's tuition due date.
Understanding Your Registration Invoice

A Registration Invoice is mailed to you within 10 days of registration activity. The invoice includes due dates for terms, explanation of charges, financial aid information, and your class schedule.

**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 your financial aid 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. Payment due dates are always the same as the course’s add/drop date. A $75 late fee will be assessed for each course not paid or deferred by the due date.

You may view your account summary and make online payments any time at [https://webadvisor.regis.edu](https://webadvisor.regis.edu). Due date schedules can be found at [www.regis.edu/studentaccounts](http://www.regis.edu/studentaccounts). 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. 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.
Where to Find . . .

Tuition
www.regis.edu/financialaid. Click on Cost of Attendance.

Due Dates and Forms
www.regis.edu/studentaccounts.

Financial Aid
www.regis.edu/financialaid.

Sponsored Billing
www.regis.edu/studentaccounts. Click on Sponsored Billing.

WebAdvisor
webadvisor.regis.edu. Login to view your account and pay online. If you have questions about WebAdvisor access, call ITS at 303-458-4050 or 800-568-8932.

Planning Your Education Expenses
www.regis.edu/financialaid. Click on Forms and Publications.

More Information
For any question related to tuition, due dates, financial aid, registration, or sponsored billing, call us at 303-458-4126 or 800-568-8932.