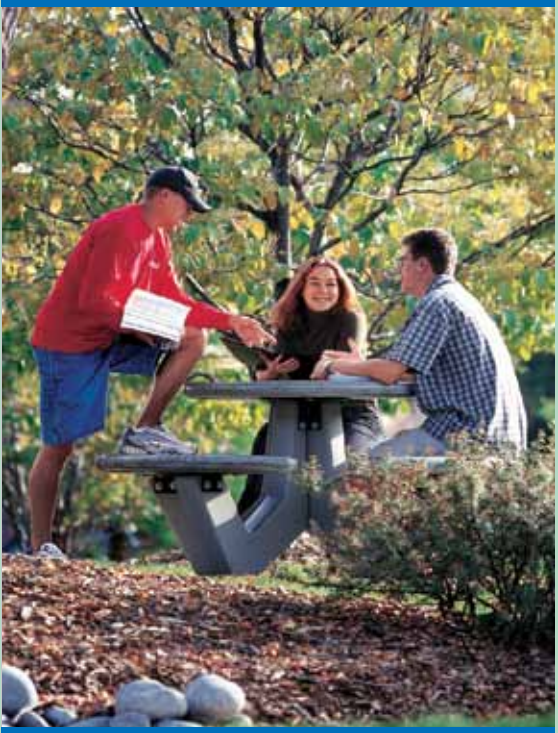
# ENROLLMENT SERVICES



**Student Accounts**

**Financial Aid**

**Records and Registration**

**Student Services**

REGIS UNIVERSITY

## Student Accounts

Every student opens a student account the moment registration activity begins. A student account is the account Regis bills and collects from based on the account activity. Credits go to your student account in the form of payments, registration changes, adjustments, and financial aid. Charges to your account consist of registration activity and other debits.

### Paying Your Tuition

Tuition rate adjustments may apply every fall semester. Please check the University Catalog and your program's website for details.

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*: 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.

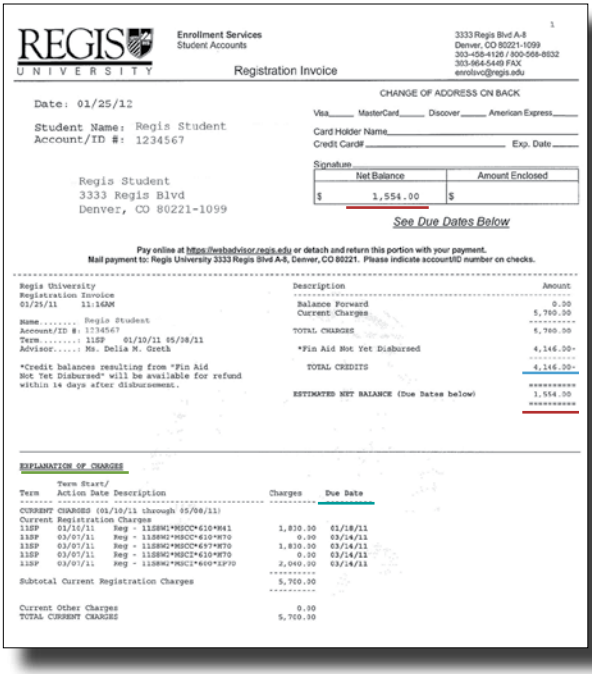
*By Phone*: Call in your payment to 303-458-4126 or 800-568-8932.

*By Mail*: Mail your check or credit card payment (with your name and student ID) to:
Regis University
Student Accounts Office
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. If you would like to stop receiving your invoices by mail and instead utilize WebAdvisor to check your invoices, e-mail your request to enrolsvc@regis.edu; put **Paperless Billing** in the subject line and include your student ID.

## Understanding Your Registration Invoice



REGIS UNIVERSITY

Enrollment Services
Student Accounts

Registration Invoice

3333 Regis Blvd A-8
Denver, CO 80221-1099
303-458-4126 / 800-568-8832
303-964-5449 FAX
enrolsvc@regis.edu

Date: 01/25/12

Student Name: Regis Student
Account/ID #: 1234567

Regis Student
3333 Regis Blvd
Denver, CO 80221-1099

CHANGE OF ADDRESS ON BACK

Visa_____ MasterCard_____ Discover_____ American Express_____

Card Holder Name_____

Credit Card# _____ Exp. Date _____

Signature

| Net Balance | Amount Enclosed |
|---|---|
| $ 1,554.00 | $ |

See Due Dates Below

Pay online at https://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.

Regis University
Registration Invoice
01/25/11 11:16AM

Name..... Regis Student
Account/ID #: 1234567
Term.....: 11SP 01/10/11 05/08/11
Advisor.....: Ms. Delia M. Greth

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

| Description | Amount |
|---|---|
| Balance Forward | 0.00 |
| Current Charges | 5,760.00 |
| TOTAL CHARGES | 5,760.00 |
| *Fin Aid Not Yet Disbursed | 4,146.00- |
| TOTAL CREDITS | 4,146.00- |
| ESTIMATED NET BALANCE (Due Dates below) | 1,554.00 |

EXPLANATION OF CHARGES

| Term | Term Start/ Action Date | Description | Charges | Due Date |
|---|---|---|---|---|
| CURRENT CHARGES (01/10/11 through 05/08/11) | | | | |
| Current Registration Charges | | | | |
| 11SP | 01/10/11 | Reg - 11SEWG*MSCC*610*M41 | 1,830.00 | 01/18/11 |
| 11SP | 03/07/11 | Reg - 11SEWG*MSCC*610*M70 | 0.00 | 03/14/11 |
| 11SP | 03/07/11 | Reg - 11SEWG*MSCC*697*M70 | 1,830.00 | 03/14/11 |
| 11SP | 03/07/11 | Reg - 11SEWG*MSCI*610*M70 | 0.00 | 03/14/11 |
| 11SP | 03/07/11 | Reg - 11SEWG*MSCI*610*SF70 | 2,040.00 | 03/14/11 |
| Subtotal Current Registration Charges | | | 5,760.00 | |
| Current Other Charges | | | 0.00 | |
| TOTAL CURRENT CHARGES | | | 5,760.00 | |

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.

## Deferment of Tuition

You may defer your tuition due date to 90 days after the start of the course's academic term. Complete the Tuition Deferment form online by going to WebAdvisor, Students Menu. Under Student Accounts, select Tuition Deferment.

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

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

**Net Balance** is the amount you owe after your total credits are applied to your total charges.

**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 to complete the process.

*Military Deferment*: Active-duty military may choose to defer tuition as indicated above at no charge. Complete and sign the Military Deferment Form found on the Regis website 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.

## Tuition Due Dates

**Tuition and completed deferment forms are always due on the add/drop date for your class.**

## The Importance of Paying On Time

Full payment of your student account balance is due by the published 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 on WebAdvisor. Due date schedules can be found at www.regis.edu/studentaccounts. Future registration and release of transcript and diplomas 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.

**Be sure to check your regis.edu e**
**your classes, your student account, y**
**Just go to email.regi**

## Refunds

*Financial Aid Refunds*
When financial aid is disbursed into your student account, it will be applied to your tuition and fees. If you have a credit balance owed to you after tuition and fee payment, we will mail you a refund check within 14 days from the date funds are credited to your student account or you may request that funds be deposited directly into your own bank account (Direct Deposit) within 14 days.

*Direct Deposit*
To take advantage of the Direct Deposit option, log into WebAdvisor and sign up. Click on the Students menu. Under Student Accounts select Direct Deposit and enter your banking information.

*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, a refund will be generated. If you paid by credit card, the refund will go back to the credit card.

If you would like a credit balance to be held in your student account, please complete the Credit Balance Hold form found in the Publications section of the Student Accounts web site.

**email for information regarding**
**your financial aid status, and more.**
**is.edu and sign in!**

## Financial Aid

Financial aid is available for those who qualify. Student loans, scholarships, grants, and student employment are all examples of financial aid.

To apply for financial aid, first go to www.fafsa.ed.gov for the Free Application for Federal Student Aid (FAFSA). Use School Code 001363 for Regis University on your FAFSA. To ensure that you receive maximum funding, submit the FAFSA by April 15. You need to reapply for financial aid every year.

The Financial Aid office will be notified and we will begin the award process according to the EFC (Estimated Family Contribution) provided to us from the FAFSA. Based on your eligibility, your financial aid package may include student loans, grants, scholarships, or student employment opportunities. However, additional information may be required before we can process your Award Letter. For instance, some students are selected by the federal government for verification, in which case you will need to send us a copy of your tax return and other documents as requested.

Once your FAFSA has been completed and all your required documents have been received, we will send you an e-mail letting you know that your Award Letter is available on WebAdvisor.

First-time Federal Direct Loan borrowers will also need to complete Entrance Counseling and sign a Master Promissory note (MPN). Both of these forms can be found at www.studentloans.gov. Direct loans cannot be processed until these forms are completed online.

You must be enrolled at least half time to qualify for federal student loans. Half time for undergraduates is at least 6 credit hours. Half time for graduates is at least 3 graduate credit hours. To be considered enrolled half time, a student must be attending class.

Within three days after the add/drop date, financial aid funds are posted to the student's account. Approximately 14 days later, a refund check or direct deposit will be available. For estimated dates, refer to www.regis.edu/financialaid and select Disbursements for Non-Traditional Students.

Check your regis.edu e-mail account and WebAdvisor for your financial aid status updates. You will not receive paper notifications.

## Academic Records and Registration

Our office is responsible for many areas of college life, including registration, student records and grades, official transcripts, enrollment and degree verification, veterans' benefits, commencement, and international student requirements.

### Registration

The course schedules in the College for Professional Studies are originated by the respective schools. Students may register online via WebAdvisor, in person, by phone, fax, e-mail, or mail. Students may register and pay at any Regis University campus.

### Non-Release of Directory Information

Students may request that their name and all other information pertaining to their attendance at Regis University be withheld from the University Student Directory and Commencement Programs. The non-release form can be found at www.regis.edu/regforms.

### Transcript Requests

You can request a transcript using the Transcript Request Form found on the Regis website. Due to federal student privacy requirements, requests by phone or e-mail cannot be accepted. If someone else is picking up your transcript, you must provide a written release with your signature along with the transcript request form. If there is a financial obligation pending, you will be referred to Student Accounts.

**Enrollment/Degree Verification**
Our office processes all official enrollment or degree verification requests. There is no charge for this service.

Please note: We cannot process enrollment verification for the current semester until after the add/drop period.

**Graduation and Commencement**
Graduation is the completion of all degree requirements. Commencement is the ceremony where Regis celebrates students' achievements in completing their degrees.

To be considered a candidate for graduation, students must file a Graduation Application with the Office of Academic Records and Registration one semester, or 15 hours, prior to anticipated graduation.

## Find it on WebAdvisor

http://webadvisor.regis.edu

- Request a RegisNET account
- Make a payment
- View financial aid information
- Search and register for sections
- View your class schedule
- And much more…

## Find it on the Regis Website

**University Catalog**
www.regis.edu/catalog
Refer to the Catalog for degree program and course information, University services, and academic policies that include your rights and responsibilities.

**Student Accounts**
www.regis.edu/studentaccounts
Get information on cost of attendance, due dates, payment options, direct deposit, sponsored billing, and other information about your account.

**Financial Aid**
www.regis.edu/financialaid
Learn more about grants, scholarships, loans, student employment, and resources to help you manage your money.

**Records and Registration Forms**
www.regis.edu/regforms
Get access to University forms including Change of Address, Pass/No Pass Request, Transcript Requests, and much more that you will likely need during your enrollment.

**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**

Rev. date 3/12 NT