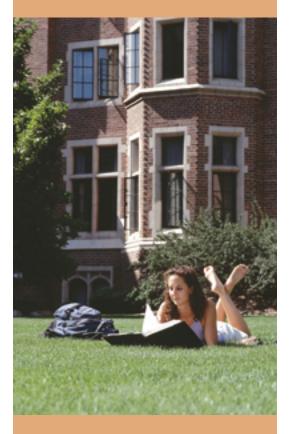
ENROLLMENT SERVICES



Student Accounts Financial Aid Records and Registration Student Services



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 tuition and fees such as activity fees, support fees, housing fees, health insurance, and other debits. A student account belongs to the student, not the parent.

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, the Regis Payment Option, or third-party specialized billing.

There are various methods available for you to 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 into webadvisor.regis.edu. You may view your financial aid activity and your entire student account record.

In Person: You may pay your tuition at the Cashier's Office, 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
Student Accounts
3333 Regis Blvd., A-8
Denver, CO 80221-1099

Communications You Will Receive

Each time you have registration activity, you will be sent a course schedule update via your regis.edu e-mail the following business day. You will also receive e-mail notices periodically reminding you of upcoming due dates and informing you of any balances on your student account.

Understanding Your Registration Invoice



A Registration Invoice is mailed to you before the beginning of a term and it is always available on WebAdvisor.

The invoice includes due dates, explanation of charges, financial aid information, and your class schedule.

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 shows 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.

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.

Enrollment 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 mailed with your initial bill prior to the start of the semester and are available at www. regis.edu/studentaccounts. When making payments online through WebAdvisor, select "Make a Payment," then "Pay on my Regis Payment Option."

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.

The Importance of Paying On Time

Full payment of your student account balance is due by the posted 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 any 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.

Refunds

Financial Aid

Confirmed 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, or you may request that funds be deposited directly into your bank account within 14 days. To take advantage of the Direct Deposit option, log into WebAdvisor and sign up. Click on the Students menu and then Direct Deposit (US).

Other Refunds

If a valid credit balance exists on your account because of such things as withdrawal from a class, adjustments, or over-payments, you will receive a refund. Refunds go to a credit card if paid by credit card, through direct deposit if the student is signed up, or by check. To keep the credit on 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.

Tuition and Fees
Due Dates

Fall Semester - August 1 Spring Semester - January 1

Financial Aid

Financial aid is available for those students 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 and complete the 2012-2013 FAFSA (Free Application for Federal Student Aid). Processing takes 2-3 days. 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 IRS tax return transcript 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.

Check your regis.edu e-mail account and WebAdvisor for your status updates.

and Traditional Students 2012-13			
Semester	Classes Begin	Estimated date funds will be posted to your account	Estimated date refund mailed if you have a credit balance
Summer 2012	5/7/12	5/14/12	5/24/12
Fall 2012	8/27/12	9/04/12	9/14/12
Spring			

1/22/13

2/1/13

1/14/13



Academic Records and Registration

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

Registration

All students must consult with an academic advisor prior to registration. Registration and any changes must be submitted on the appropriate registration form and must be signed by the student's academic advisor. Registration and pre-registration are located in Enrollment Services 4th floor of Main Hall during a predetermined schedule for each semester.

Records and Grades

Final grade reports for Regis College and Traditional Nursing students are mailed approximately 10 days after the end of each semester. Grades for courses that are completed before the end of the semester will not be sent until the semester's end.

All final grade reports are mailed to your permanent address unless an alternate address has been requested.

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, provide a written release with your signature along with the transcript request form.

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, all students must file a Graduation Application with the Office of Academic Records and Registration two semesters prior to anticipated graduation.

Find it on WebAdvisor

http://webadvisor.regis.edu

- Request a RegisNET account
- Make a payment
- View financial aid information
- 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, payment methods, direct deposit, 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, Withdrawal, Transcript Requests, and much more that you will likely need during your enrollment.

Regis University Main Hall 3333 Regis Boulevard, A-8 Denver, CO 80221-1099 303-458-4126 or 800-568-8932

FAX: 303-964-5449