

# REGENT UNIVERSITY FINANCIAL CHECK-LIST

## FINANCIAL RESPONSIBILITY

<b>Financial Obligation Note</b>	All students are required to complete a Financial Obligation Note the first time they log into Genisys. Please review the <a href="#">Financial Obligation Agreement</a> for additional details on students' financial responsibility and commitment as a student of Regent University.	<input type="checkbox"/>
<b>FERPA Waiver</b>	It is the University's policy to release academic or financial information to parents and/or guardians of students only upon the student's written authorization. Students may complete a <a href="#">Student Information Release (FERPA waiver)</a> to grant this authorization.	<input type="checkbox"/>

## FINANCIAL AID

<b>Review Pending Financial Aid Requirements</b>	If you have completed a <a href="#">FAFSA</a> for the current aid year, log into Genisys through your <a href="#">MyRegent Portal</a> . Go to Financial Aid, Eligibility, Financial Aid Requirements, & Select Aid Year.	<input type="checkbox"/>
<b>Accept Awards</b>	After you have been accepted to the University, you may log into Genisys to accept your financial aid awards. From the Genisys main menu, go to Financial Aid, Award, Award for Aid Year, Select Aid Year, & Accept Award Offer Tab.	<input type="checkbox"/>
<b>Master Promissory Note</b>	If you are a first time Direct Loan borrower, visit <a href="http://www.studentloans.gov">www.studentloans.gov</a> to complete your Master Promissory Note for federal loans. Note: Master Promissory Note(s) will be available 1-2 business days after accepting loan(s) in Genisys.	<input type="checkbox"/>
<b>Title IV Refund Preference</b>	From the Genisys main menu, go to Financial Aid, Online Financial Aid Forms, & Title IV Authorization Form.	<input type="checkbox"/>
<b>Verify Status</b>	Before the payment deadline, log into Genisys, go to Financial Aid & My Overall Status of Financial Aid to review your financial aid for the semester. If you have any questions about your aid status, please contact your Financial Aid Counselor for <a href="#">assistance</a> .	<input type="checkbox"/>

## APPLICATIONS & WAIVERS

<b>Student Health Insurance Application</b>	All graduate students enrolled in six (6) or more on-campus credit hours and all undergraduate students enrolled in nine (9) or more on-campus credit hours are required to have Health Insurance coverage and will automatically be enrolled in the Student Medical Plan. Students with local residency who are enrolled in a total of at least six (6) or more credit hours (3 of which are on-campus) may voluntarily enroll in the Student Medical Plan by completing an <a href="#">Insurance Enrollment Form</a> . Please visit the <a href="#">Business Office website</a> for the deadline to enroll.	<input type="checkbox"/>
<b>Student Health Insurance Waiver</b>	If a student has comparable Coverage, they may submit an <a href="#">Online Waiver Request</a> with proof of comparable coverage to waive the Student Medical Plan. Please visit the <a href="#">Business Office website</a> for the deadline to waive the student health insurance.	<input type="checkbox"/>
<b>Parking Waiver</b>	If you are enrolled in an on-campus course and do not own or drive a vehicle to the Regent/CBN/Founders Inn/Regent Village parking lots, you may submit a <a href="#">Parking Waiver</a> to the Business Office to waive the semester parking fee.	<input type="checkbox"/>

## PAYMENT ARRANGEMENTS

<b>Account Summary</b>	Students can review their account detail and balance due by logging into <a href="#">MyRegent Portal</a> . From the Genisys main menu, choose Student, Student Records, & Account Summary By Term.	<input type="checkbox"/>
<b>Payment Options</b>	To pay a remaining balance in full, go to the Tuition & Fees Online Payment tab in Genisys. Choose the Pay by Check or Pay by Credit Card option. Please note that VISA is not accepted.	<input type="checkbox"/>
<b>Payment Plans</b>	The Tuition Installment Plan is an interest-free payment plan designed to assist students in budgeting tuition and housing costs on a monthly basis per semester. Students can enrolled in TIP each semester by logging in <a href="#">MyRegent Portal</a> . From the Genisys main menu, choose Student, Student Records, and Tuition and Fees Installment Plan Enrollment. Students may also review important information about TIP through the <a href="#">Business Office Website</a> .	<input type="checkbox"/>

## REFUNDS

<b>Address Verification</b>	It is the student's responsibility to maintain current, active address information with the University. From the Genisys main menu, go to Personal Information, and Update Address & Phones to verify the address on file is current & active (without an end date).	<input type="checkbox"/>
<b>Direct Deposit</b>	For a speedy delivery of student refunds, students are encouraged to sign up for Direct Deposit by logging into Genisys through <a href="#">MyRegent Portal</a> , clicking on Student, Student Records, and Direct Deposit Information.	<input type="checkbox"/>
<b>Review Refund Policy</b>	Please review important student refund policies through the <a href="#">Business Office Website</a> .	<input type="checkbox"/>