



## Regis Payment Option - Regis College

### Summer Tuition Due Date — May 1

The **Regis Payment Option (RPO)** is a convenient interest-free monthly payment plan for students registered for semester-based courses. The Regis Payment Option spreads the semester tuition and fees over four monthly payments. A payment plan is established as soon as we receive a completed and signed application form with the first payment or authorization to charge your credit card. A \$50 non-refundable application fee is due with your first payment.

#### MONTHLY PAYMENT OPTIONS

**1. Automatic:** To use the automatic credit card deduction, fill out the information on the following page and check the **Yes** box after *Automatic Monthly Credit Card Deduction*. (If your credit card is declined, you will be considered past due and assessed a late fee.)

**2. Online:** Monthly payments can be made through WebAdvisor.

- Log into WebAdvisor
- Click on Students
- Select Make A Payment
- Select Pay On My Regis Payment Option

**3. Mail or Fax:** Use the statement you received in the mail and fax your payment information to 303-964-5449 or mail checks to the address provided. Regis does not accept post-dated checks. Payments must be made in U.S. funds.

**Late payments and returned checks:** Upon acceptance into the plan, the student will receive a statement with payment amounts and due dates. Loss or delayed receipt of the statement does not relieve the obligation to pay on time. If you do not receive an itemized statement as scheduled, call 303-458-4126 or 1-800-568-8932. If the monthly payment is not received by the plan due date, a \$15 late-payment fee will be assessed and the account will be considered in default. There is a \$31 charge for checks returned for insufficient funds.

**Plan Default:** If payment is not received by the plan due date, the account will be considered in default. If this agreement remains in default, it may be referred to a collection agency. All collection costs and fees are to be paid by the student, including attorney fees, court costs, and any other related costs. Students may view their current statement and amount due by logging into WebAdvisor (see **Online** payments).

**Transcripts/Registration:** Official transcripts will not be released until the entire plan amount and student account balance are paid in full.

**Mail Payments to:** Regis Payment Option, Regis University, 3333 Regis Boulevard A-8, Denver, CO 80221-1099.

### Summer 2013 Fees & Charges Schedule (subject to change without notice)

| Tuition and Fees  |        | Room Charges     |           |
|---|--------|------------------|-----------|
| Traditional Undergraduate (per credit hour)   | \$ 565 | <b>Residence</b> |           |
| Education Courses 500 level (per credit hour)   | \$ 380 | Village Double   | \$ 200/wk |
| Special Studies (per credit hour)   | \$ 565 | Village Single   | \$ 250/wk |
| Internships (per credit)  | \$ 565 | Deposit          | \$ 50     |
| Summer Nursing Externship (per credit hour)   | \$ 462 |                  |           |
| Health Insurance*   | \$ 802 |                  |           |
| RPO set-up fee  | \$ 50  |                  |           |
| Late Payment Fee  | \$ 100 |                  |           |
| Late RPO fee (per month)  | \$ 15  |                  |           |
| * To waive health insurance, go to <a href="http://www.aetnastudenthealth.com">www.aetnastudenthealth.com</a> |        |                  |           |

## REGIS PAYMENT OPTION (RPO) APPLICATION SUMMER 2013

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Billing Address \_\_\_\_\_  
Street City State Zip Code

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ E-Mail \_\_\_\_\_ @regis.edu

**PAYMENTS ARE DUE THE FIRST DAY OF THE MONTH.**

Summer Payment Schedule:  
 May 1 through August 1

**A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH SEMESTER.**

Check # \_\_\_\_\_ Check Amount \$ \_\_\_\_\_  
 Credit Card:  Master Card  Visa  American Express  Discover  
 Automatic Monthly Credit Card Deduction?  Yes  No  
**\*\*If neither box is selected, Automatic Monthly Deductions will be applied.\*\***  
 Name of Account Holder \_\_\_\_\_  
 Card Holder Address \_\_\_\_\_  
 \_\_\_\_\_  
 Account Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CSV# \_\_\_\_\_  
 Cardholder Signature \_\_\_\_\_  
 Failure to provide signature will result in a delay in processing Regis Payment Option.  
 (Please call to update your credit card information if it changes during the semester.)

### RPO Enrollment

Please complete the following steps to enroll in the Regis Payment Option.

1. On the Budget Worksheet, list your semester expenses based on the Summer 2013 Fees & Charges Schedule.
2. Enter your semester deductions. Use any "Guaranteed" financial aid awards provided in your Award Response Form (ARF), excluding Student Employment. Please do not include "Estimated" or "Recommended" financial aid awards in this calculation. **Be sure to subtract the loan origination fee withheld by your lender.**
3. Subtract your Total Deductions from your Total Expenses and enter the amount on the Balance Due line.
4. Calculate your monthly payment.
5. Sign the RPO Application. **(All students must sign regardless of age.)** Mail the application, fee, and first monthly payment due to: Regis Payment Option, Regis University, 3333 Regis Blvd., A-8, Denver, CO 80221-1099. If you are paying by credit card or online, you may fax this application to 303-964-5449 to expedite your RPO application and payment.

**Please note:** A payment plan will be established as soon as we have received a completed and signed application form and the first payment or authorization to charge your credit card. To establish a plan prior to the first due date, please send the first payment with your fee and application.

### Budget Worksheet

|  |                 |
|--|-----------------|
| EXPENSES (per semester):                                       |                 |
| Tuition and Fees   | \$ _____        |
| Insurance  | \$ _____        |
| Room Plan  | \$ _____        |
| Other Fee(s)   | \$ _____        |
| <b>Total Expenses</b>  | <b>\$ _____</b> |
| DEDUCTIONS:  |                 |
| Guaranteed Financial Aid<br><i>(after deducting loan fees)</i> | \$ _____        |
| Deposits Paid  | \$ _____        |
| Misc. Payments   | \$ _____        |
| <b>Total Deductions</b>  | <b>\$ _____</b> |
| <b>BALANCE DUE</b>   | <b>\$ _____</b> |

|   |   |
|---|---|
| _____ / 4 monthly payments                      | = \$ _____                              |
| <small>Balance Due</small>                      | <small>divided by # of payments</small> |
| <small>Your monthly payment</small>             |   |
| Application Fee                                 | + \$50.00                               |
| <b>TOTAL DUE WITH APPLICATION</b>               | <b>\$ _____</b>                         |
| All payments are due on the first of the month. |   |

My signature below acknowledges that I have read and agree to the RPO terms and conditions and that I agree with the payments listed above, including necessary adjustments. By signing this agreement it is understood that any and all changes to my student account (such as additional lab fees, room assignment change, meal plan, calculation corrections, etc.) will be reflected in a payment schedule increase or decrease. Revised payments will be effective immediately from the date of change.

\_\_\_\_\_  
 Student's Signature \_\_\_\_\_  
 Date

If the above student is under 18 years of age, the parent's signature is also required.

\_\_\_\_\_  
 Parent's Signature \_\_\_\_\_  
 Date