



# Items to Return & Deadlines



## ITEM

## DEADLINE

## RETURN TO

**On-Campus Housing Application; Application Fee; & Security Deposit**

**As Soon As Possible**  
(On-campus housing is limited & available on a first-come, first-serve basis, so it is important to submit your Application, Fee, and/or Security Deposit as soon as possible.)

**Regent University Student Housing (RUSH)**

**Step 1:** Complete the online Housing Application found at: [www.regent.edu/housing](http://www.regent.edu/housing) (Choose Regent Village or Commons, and click on "Application Process" on the left-hand column.)

**Step 2:** For Regent Village, submit the \$30 non-refundable Application Fee online to activate your application. For Regent Commons, submit the \$350 non-refundable housing deposit online which is due along with the online application.

**Step 3:** For Regent Village, reserve your apartment by paying the \$350 or \$500 Housing Deposit within 5 days of accepting an apartment offer. Regent Village housing deposit payments must be processed online at the following website: [https://www.regent.edu/payments/misc/misc\\_payments\\_form.cfm](https://www.regent.edu/payments/misc/misc_payments_form.cfm).

**International Student Arrival Form**

**July 15 (Fall)**  
**November 15 (Spring)**

**Office of International Student Services (OISS)**

Fax Number: 1+(757) 352-4100  
Phone Number: 1+(757) 352-4130

**Tuition & Student Account Payments**

**First Day of Classes**  
Mid-August (Fall)  
Early-January (Spring)

**Business Office**

1000 Regent University Drive  
ADM 134

Virginia Beach, VA 23464, U.S.A.

Email: [busoff@regent.edu](mailto:busoff@regent.edu)

Phone (International Calls): 1+877-386-9525

Fax: 1+(757) 352-4342

(If you are interested in wiring the University your funds, please contact the Business Office directly to request the international wiring information.)

**On-Line Health Insurance Waiver Request (if applicable)**

**J 1 Students:** 30 days prior to U.S. arrival  
**F 1 Students:** mid-September & late January

**Student Life & Business Office**

**Step 1:** Email Ms. Carolyn Hughes, Director of Student Life, with details of the alternate plan you would like to have approved.

Email: [chughes@regent.edu](mailto:chughes@regent.edu)

Phone: 1+(757) 352-4867

Fax: 1+(757) 352-4100

**Step 2:** If approved by Ms. Hughes, purchase your health insurance plan, and submit your "Certificate of Coverage" to Ms. Hughes.

**Step 3:** Ms. Hughes will direct you to submit the online "Student Health Insurance Waiver Request" form through the Business Office website so your Regent account will not be billed for the Student Health Insurance plan.