

FINANCIAL CHECKLIST

FINANCIAL RESPONSIBILITY		
Financial Obligation Note	All students are required to complete a Financial Obligation Note the first time they log into Genisys. Please review the Financial Obligation Agreement for additional details on students' financial responsibility and commitment as a student of Regent University.	
FERPA Waiver	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 Student Information Release (FERPA waiver) to grant this authorization.	
FINANCIAL AID		
Review Pending Financial Aid Requirements	If you have completed a FAFSA for the current aid year, log into Genisys through your MyRegent Portal . Go to Financial Aid, Eligibility, Financial Aid Requirements, & Select Aid Year.	
Accept Awards	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.	
Master Promissory Note	If you are a first time Direct Loan borrower, visit studentloans.gov to complete your Master Promissory Note for federal loans. <i>Note: Master Promissory Note(s) will be available 1-2 business days after accepting loan(s) in Genisys.</i>	
Title IV Refund Preference	From the Genisys main menu, go to Financial Aid, Online Financial Aid Forms, & Title IV Authorization Form.	
Verify Status	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 assistance.	
PAYMENT ARRANGEMENTS		
Account Summary	Students can review their account detail and balance due by logging into MyRegent Portal . From the Genisys main menu, choose Student, Student Records, & Account Summary By Term.	
Payment In Full	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. Cash or Check payments are the only payment options available in person at the Business Office.	
Installment Plan	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 enroll in TIP each semester by logging in MyRegent Portal . 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 Business Office Website.	
Third Party Payments	A third party is an individual or organization, other than the student, who pays on a student account. Some examples include employers, college savings plans, and military assistance. Review the Business Office Website for information about the specific types of third party payment plans available.	
REFUNDS		
Address Verification	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).	
Direct Deposit	For a speedy delivery of student refunds, students are encouraged to sign up for Direct Deposit by logging into Genisys through MyRegent Portal , clicking on Student, Student Records, and Direct Deposit Information.	
Review Refund Policy	Please review important student refund policies through the Business Office Website.	