

YOUR STEPS-TO-AID CHECKLIST

Follow the steps to apply for financial aid.

Complete the Free Application for Federal Student Aid (FAFSA)

Complete the FAFSA online at fafsa.gov and enter Regent's school code: **030913**.

4-7 business days later, the Regent Financial Aid Office will receive a copy of your FAFSA.

Next, we'll send your User ID and PIN by email.

Fulfill Financial Aid Document Requirements

Access your Financial Aid Application by logging in at regent.edu/genisys or through the my.regent.edu portal.

In Genisys, select the following links to review requirements:

- Financial Aid Tab
- Select the appropriate Aid Year and click "Submit"
- General Information Tab
- Review Step 2: Financial Aid Requirements

Financial Aid Processes Students' Required Documents

The Financial Aid Office will process documents within 3-5 days.

Complete your Master Promissory Note at regent.edu/mpn



Await Loan Funds Credit and Any Student Refund

Financial aid refunds are disbursed approximately 17 days after the first day of class.

To sign up for direct deposit, access Genisys and select the following links:

- Student Services Tab
- Student Records
- Bill and Payment Center
- Click "Continue" to be redirected to an external site.

Complete Semester Check-in

Log in to my.regent.edu and click on the Semester Check-in banner on your homepage.

- Confirm final course schedule
- View any bookstore credits
- Review final account balance or refund
- Finalize payment arrangements

Accept Your University and Federal Financial Aid Awards

Log in to Genisys and select the following links:

- Financial Aid Tab
- Select the appropriate Aid Year and click "Submit"
- General Information Tab
- Review Step 3: Financial Aid Award Status

Important Contact Information

Admissions:
757.352.4127
admissions@regent.edu

Advising and Financial Aid:
757.352.4385
advising@regent.edu
finaid@regent.edu