STUDENT FINANCIAL SERVICES
GRADUATE/ADP NEW STUDENT INFO SHEET

Visit http://sfs.georgefox.edu for the most up to date information and policies (including information regarding program tuition & fees, scholarship opportunities, Federal Financial Aid, links to Online Forms, 1098-T information, etc.).

STUDENT ACCOUNT ACTION STEPS:

1. **Turn in the Payment Agreement Form** (PA) as soon as you receive it. A PA is required from every student upon acceptance to a program. Only one PA is required for your whole program unless you wish to switch payment options mid-program.
2. **Register for courses as EARLY as possible**. Your financial aid may be disbursed as early as the week before your first course starts, so you will need to be **fully registered before that time**. If you add a course after your financial aid has disbursed, you will be responsible to pay for that course out of pocket. Your program advisor can provide your first available registration date(s) each semester.
3. **Check your "To Do List" to:** (MyGFU > Self Service > Student Center. See individual To Do items for further information.)
   - **Sign up for Direct Deposit refunds**. This optional program allows receipt of account refunds much quicker than a paper check.
   - **Complete Financial Aid Permission (T4)**. An optional permission to allow federal funds to pay non-allowable costs.
   - **Complete the Enrollment Confirmation Form EVERY SEMESTER** at least 10 business days prior to the start of the semester. For registration beyond this point, complete the form the next day. This is a required item.
4. **Pay Charges in Full By Due Date(s)** (exact due dates are found online via your MyGFU account):
   - **Tuition: due day before each course's SESSION start date.** Be aware that the "session start date" may not mean your first day of attendance or even your first day of class. You may verify your courses' official session start dates with the Registrar.
   - **Fees: due first Friday of each semester** (includes fees such as Health Insurance, Student Body Fees, etc.).
5. **Access your student account online** to view charges and account activity online 24/7 from any computer – it is updated real time.
   - MyGFU> Self Service > Student Center, and under Finances > My Account, select Account Inquiry
     - Summary tab: summary of what is due now and what is due in the future
     - Activity tab: running account history; you may print this screen from your web browser for your employer
     - Charges Due tab: due dates, amounts due, etc.
     - Pending Aid tab: anticipated financial aid, if applicable

FINANCIAL AID ACTION STEPS:

1. **File your FAFSA** (this must be done each academic year for which you seek funding). You may accomplish this online at www.fafsa.ed.gov. George Fox University's school code is 003194.
2. **Check your "To Do List," and complete any required documents.** If your FAFSA is selected for Verification, the requirements will populate in your To Do List and must be completed before you can be awarded.
3. **Accept or Decline your Award Package online** by going onto your MyGFU student portal as soon as you receive notification that your Award Package is ready. Notification will be sent to your GFU email address from your Financial Aid Counselor.
4. **Complete all additional requirements** for aid to be authorized. These items will populate in your To Do List within 24 hours of the acceptance of your Award. Do this as soon as possible to avoid delays in your award posting to your account. All first time borrowers at GFU must complete at least the following:
   - Master Promissory Note (can be completed online)
   - Entrance Loan Counseling (can be completed online)
   - Enrollment Confirmation Form (can be completed online after you have registered in classes–must be done every semester)
5. **Maintain financial aid eligibility by adhering to federal regulations regarding minimum credit requirements:**
   - Graduate students must take a minimum of 4 credit hours per semester in a degree seeking program
   - Undergraduate students must take a minimum of 6 credit hours per semester in a degree seeking program
6. **Review Disbursement.** Financial aid funds may be processed and applied to student's account ("disbursed") only after all required documents are completed and processed, and no sooner than 10 days before the beginning of the semester. Disbursement is based on each student's eligibility at the time of disbursement based on session enrollment. Disbursements are scheduled once a week. If all above steps are not received prior to any given Monday, your funds will likely not be processed until the following week.
7. **Watch for Excess Funds (if applicable).** After financial aid disbursement into your student account, IF there is a resulting credit balance, an excess funds check will be processed and mailed directly to your mailing address within 10 business days of disbursement. For faster processing, please sign up for Direct Deposit (see above Student Accounts steps).

Revised 11/30/2016

GEORGE FOX
UNIVERSITY

Office Hours for Student Accounts:

- Portland Campus: Monday – Thursday 9am–6pm, Friday 9am-5pm
- Newberg Campus (Stevens Center): Monday – Friday 9am–5pm

Accepted Payment Methods:

- **Cash - in person only:** Drop off your payment at the Portland or Newberg campuses during regular office hours.
- **Check or Money Order:**
  - Drop off your payment at the **Newberg** campus during regular office hours or
  - Mail to: George Fox University, Attn: Student Accounts, 414 N. Meridian #6129, Newberg, OR 97132
- **Debit/Credit Card or Electronic Check - ONLINE only**
  - Sign into your MyGFU account at mygfu.georgefox.edu
  - Under *Student Resources*, click on *Student Center*
  - In the *Finances* section, under *My Account*, click on *Account Inquiry*
  - Under the *What I Owe* section, click on *Make a Payment*
  - Under *Your Account*, click on the statement *Click Here to Make a Payment*
  - Click on the word *Amount*
  - The dollar amount pre-fills, but you may edit the amount in the box if you so choose.
  - Click on *Add to Shopping Cart*
  - Follow the prompts to check out via electronic check (no additional fee) or credit/debit card (2.75% web servicing fee).

Health Insurance Requirement

- George Fox University requires all full-time students (graduate students taking 8 credits or more in a semester) to carry medical insurance and provide proof of coverage annually. Students who do not document medical insurance to Health and Counseling Services either prior to, or at the time of registration, are automatically enrolled in and charged for the university's Student Major Medical Insurance Plan. Any student with existing health insurance coverage may be exempted from participation and have their insurance charges removed by completing a waiver form with the University.
- To submit a waiver of the required medical insurance fee, please do the following:
  - Log into mygfu.georgefox.edu
  - Select *Self Service*, and in the *Student Resources* section, click on *University Forms*
  - Select the *Health Insurance Form* and complete it with your current insurance information

If you have questions about …

- *Health insurance policy coverage or waivers*: contact Health and Counseling Services, 503-554-2340
- *Library fine:* contact MLRC (Newberg library), 503-554-2425
- *Key fine:* contact Plant Services, 503-554-2057

YOUR STUDENT FINANCIAL SERVICES TEAM:

Student Account Representatives for Graduate & Adult Degree Completion Programs:

Student Account Specialist, Portland Campus
Sandy Cherachanko scherachanko@georgefox.edu 503-554-2298

Veterans Certifying Official and Student Account Specialist, Newberg Campus
Sherri Moore smoore@georgefox.edu 503-554-2295

Financial Aid Counselors for Graduate & Adult Degree Completion Programs:

For Students with Last Names Starting with:

A-E: Marisa Estrada Zavala	mestrada@georgefox.edu	503-554-2234
F-K: Janet Herron	jherron@georgefox.edu	503-554-2232
L-R: Marla Sweningson	msweningson@georgefox.edu	503-554-2294
S-Z: Theresa Schierman	tschierman@georgefox.edu	503-554-2296