



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

STUDENT ACCOUNT ACTION STEPS:

1. **Turn in the Graduate / ADP Payment Agreement Form (PA).** 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
 - o For full course information, choose your Campus Resources tile>Course Schedule and use the drop-down menu to find your class. Full information about each class can be found there including, refund amounts should you need to drop a class.
3. **Check your “Task Tile”** (my.georgefox.edu > Tasks Tile > See individual To Do items for further information.)
 - o **Sign up for Direct Deposit refunds.** This optional program allows receipt of account refunds much quicker than a paper check. My.georgefox.edu>Financial Account Tile>Direct Deposit>Direct Deposit Details>Enter bank information
 - o **Complete Financial Aid Permission (T4).** Permission is optional but allows federal funds to pay non-allowable costs.
4. **Pay Charges in Full By Due Date(s)** (exact due dates are found online via your my.georgefox.edu account):
 - o You will receive a New Charges e-mail when new charges are added to your student account. You may provide this document to your employer or institution should you need a summary of your balance. When doing so, please make sure you are fully registered so that your charges reflected are most accurate to your reimbursement needs.
5. **Access your student account online** to view charges and account activity online 24/7 from any computer – it is updated real-time.
 - o My.georgefox.edu> Financial Account Tile >
 - Account Balance: “What I owe” summary of what is due now
 - Charges Due Tile: due dates, amounts due, Summary By due Date, Detail Of Charges Due
 - Financial Aid Tile: 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 Task Tile “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.** Log into your my.georgefox.edu Financial Aid Tile 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:
 - o Master Promissory Note (can be completed online)
 - o Entrance Loan Counseling (can be completed online)
 - o 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:**
 - o Graduate students must take a minimum of 4 credit hours per semester in a degree-seeking program
 - o 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 the 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 disburses 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 for the student accounts step).



GEORGE FOX UNIVERSITY

Office Hours for Student Accounts:

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

Accepted Payment Methods:

- **Cash (in-person only):** ONLY accepted at the **Newberg** campus during regular office hours.
- **Check or Money Order:**
 - ONLY accepted 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 in to your my.georgefox.edu account at www.my.georgefox.edu
 - Under Financial Account Tile
 - In, Account Balance>What I Owe
 - Under *Make a Payment*>*Current Balance*>*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 in to my.georgefox.edu
 - Select *Tasks* and in the *To Do List* section, click on *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 and Veterans Certifying Official; Portland

Ji Haverda jhaverda@georgefox.edu 503-554-2298

Veterans Coordinator and Graduate/ADP Student Accounts Manager; Newberg

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-S: Marla Sweningson mswening@georgefox.edu 503-554-2294

T-Z: Joyce Staats jstaats@georgefox.edu 503-554-2233