

STUDENT ACCOUNT ACTION STEPS

- 1. Register for courses as EARLY as possible:** Your program advisor can provide your first available registration date(s) each semester. If applicable, financial aid may be disbursed as early as 10 business days before your first session starts and payment is due one week prior.
 1. For course information, go to class.georgefox.edu or choose your Campus Resources tile>Course Schedule and use the drop-down menu to find your class. Access estimated refund percentages by selecting your class and clicking the [Tuition Adjustment Estimator](#) link.
 2. Classes added late may have an immediate payment due date. Register six weeks prior to semester start to avoid this.
 3. Courses added after student loans have been applied and refunds issued, require out of pocket payments or you can seek an additional loan. Generally, loan funds cannot carry over or back between semesters.
 4. Non-Degree-seeking students cannot take out federal loans and should contact their Financial Aid Counselor for alternative loan options. (See Payment Selection Form below for monthly payment option.)
- 2. Check your MyGeorgeFox Tasks Tile frequently:**
 1. **Complete the Student Accounts Payment Selection Form (PSF):** This is a required form that informs us of how you will be paying and offers you the option of requesting monthly payments. This is also how you provide permission for us to speak with others about your finances.
 2. **Complete the Annual Financial Agreement:** This form is MANDATORY once per academic year.
 3. **Sign up for Direct Deposit refunds:** This is how George Fox refunds students. Please be careful to enter your information correctly. My.georgefox.edu>Financial Account Tile>Direct Deposit>Direct Deposit Details>Enter bank information
 4. **Complete Financial Aid Permission (T4):** Permission allows federal funds to be applied to course fees, fines and other “federally non-allowable costs”.
 5. **Health Insurance Waiver Form (Annually):** Most full-time grad students are required to carry medical insurance. Complete the form when requested. Visit the GFU insurance [web page](#) for additional information.
- 3. Pay charges not covered by Financial Aid by the due date: (one week prior to session start):**
 1. You will receive a GFU email with new applicable charges. This document satisfies for employers and others should you need proof of charges. If you need a receipt, when you pay online, you will receive an emailed receipt.
 2. Register six weeks prior to each semester start to prevent billing and due date issues.
- 4. Access your student account online:**
 1. View charges and account activity online. My.georgefox.edu> Financial Account Tile
 - Account Balance: Overview of amounts due and financial aid by term
 - Charges Due: Itemized view of due dates and charge details
 - Payment History: A record of payments - personal, financial aid, third party, scholarships, etc.
 - Account Services > Account Activity: A running account history. Date parameters can be changed to show more transactions
 - GFU does not send paper bills. E-bills are sent to your George Fox email

FINANCIAL AID ACTION STEPS

- 1. Minimum Requirements to be Financial Aid Eligible:**
 - File a FAFSA at studentaid.gov. School Code 003194
 - Be registered in a degree eligible program and for at least 4 credit hours per semester
- 2. [Connect with a Financial Aid counselor](#)** if you need assistance or have questions about the financial aid process.
- 3. 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.
- 4.** If you have borrowed in excess of your charges, watch your GFU email for a notification that a refund is in process. This process begins the first week of classes. Some challenges exist. [Access this link for additional information.](#)

GEORGE FOX *University*

Student Accounts Office Hours and Contact Information:

- We are open 9 to 5 on the Newberg Campus, first floor of the Stevens Center
- Email: studentaccounts@georgefox.edu, Phone: 503-554-3301
- Veterans email veterans@georgefox.edu

Accepted Payment Methods: Making a [payment via your my.georgefox.edu](https://my.georgefox.edu) is the preferred payment method. These payments are applied immediately.

- **Electronic Check (NO FEE) or Debit/Credit Card (online only) (A Fee Applies):**
 - Sign in to your my.georgefox.edu account
 - Select the Financial Account Tile
 - On the left, click on "Make a payment" to open the payment page
 - On the left, or the bottom right, click "Make a Payment"
 - The dollar amounts pre-fills, but you may edit the amount in the box if you so choose (e.g. if aid hasn't disbursed yet or you're on a monthly plan)
 - Click "Continue"
 - Follow the prompts to check out via electronic check (no additional fee) or credit/debit card (2.75% web servicing fee)
- **Check or Money Order (These take longer to process and impact release time of holds):**
 - 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.
- **Cash (in-person only): ONLY accepted at the Newberg campus during regular office hours. Restrictions apply.**

Helpful Links:

[How to Pay Online](#)

[Financial Policy Highlights](#)

[Veterans Benefits](#)- If you will be using veterans benefits, you will find action steps here.

[Financial Aid](#)- General information and action steps.

[Health and Counseling Services](#): 503-554-2340.

[Library Information](#): Contact MLRC (Newberg library), 503-554-2425