How to enroll in a payment plan for the tuition and fee bill

General information:

• Payments must be made via automatic payment (ACH) from a regular U.S. checking or savings account or U.S. credit/debit card.

• A nonrefundable 2.75% service fee applies to all credit or debit* card payments (charged by NelNet Business Solutions).

• Enrollment fee is $25 per semester (nonrefundable).

• Minimum tuition and fee balance to participate is $250.

• Your account must be in good standing to enroll (not past due).

• Study Abroad participants are not eligible.

• You must re-enroll in the plan each semester.

• Whoever signs up for the plan becomes the “plan owner” and only that person can make certain changes to the plan including changes to the payment source in the payment profile.

• Parents who are authorized payers must log in to CUBill&Pay (not MyCUInfo) in order to be considered the payment plan owner.

• The payment plan is a good option for students and families who can allow debits from one bank account or credit/debit card to occur on a consistent basis.

• The plan is not a good option if payments for tuition and fees will be made from multiple authorized payers because automatic deductions/debits must come from only one bank account or one credit/debit card.

*You will incur the 2.75% service fee even if you use a debit card. If you are considering using a debit card, we recommend paying with eCheck instead to avoid this fee. Your bank’s routing number can be found on their website or over the telephone.
Step 1: Students log in to MyCUInfo. Authorized payers log in to CUBill&Pay, select **Payment Plan** and then proceed to step 3.
Step 2: Select the **Billing Information** tab and select **Payment Plans**.
Step 3: Choose a payment plan and select **Sign Up for New Payment Plan**.
Step 4: If the semester *has started*, the Budget Worksheet will be filled in and is not editable, however you can enter estimated **Credits** (anticipated payments, financial aid, scholarships, etc.) Select **Continue**.

If the semester *has not started*, **estimate your bill** and select **Continue**.
Step 5: Select a plan, choose a payment method and select **Continue**.
Step 6: If you selected eCheck as your payment method, go to the next page (step 7).

If you selected credit card and are paying with a credit or debit card as your payment method, you will be charged a nonrefundable 2.75% service fee for each payment. Select Continue.

Credit and debit cards only

Payment Plan Service Fee

Credit card payments are processed by Nelnet Business Solutions through NTS. Nelnet Business Solutions provides third-party transaction processing services, operating under an agreement with your institution to process credit card payments on your behalf. You will be charged a 2.75% Service Fee for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% Service Fee is added to your payment and will appear as a separate item on your credit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Click the "Continue" button.
Step 7: Note the amount you will be charged today for the enrollment fee. Complete payment information for your chosen payment method and select **Continue**. (The example below is for eCheck. Complete the equivalent information if you are paying with a credit or debit card.)

![Provide eCheck Information](image)

<table>
<thead>
<tr>
<th>Account Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Holder’s Name:</strong></td>
</tr>
<tr>
<td><strong>Account Type:</strong> CHECKING</td>
</tr>
<tr>
<td><strong>Routing Number:</strong></td>
</tr>
<tr>
<td><strong>Account Number:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Daytime Phone:</strong></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
</tr>
</tbody>
</table>

Enter a profile name to save your account information for future use:

<table>
<thead>
<tr>
<th>Profile Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Profile Name:</strong></td>
</tr>
</tbody>
</table>

**Enrollment Fee:** $25.00  
[View Details]

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.
Step 8: Confirm that the information is correct for your chosen payment method and select Continue.

Is this Payment Plan information correct?

Please verify the information below and then click the "Continue" button.

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Enrollment Fee: $25.00  View Details

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Profile Information

Profile Name: Your name

Account Information

Holder’s Name: Your name
Account Type: CHECKING
Routing Number: 00000001
Account Number: ending with 0001

Contact Information

Daytime Phone: (555)555-5555
Email Address: your.name@gmail.com

Remaining Payment Schedule Summary for CU Boulder Main Campus Spring 2016

<table>
<thead>
<tr>
<th>Plan</th>
<th>Estimated Balance</th>
<th>First Installment Date</th>
<th>Installments</th>
<th>Estimated Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU-Boulder Main Campus</td>
<td>$18,274.35</td>
<td>Feb 05, 2016 (Fri)</td>
<td>3</td>
<td>$6,091.45</td>
</tr>
</tbody>
</table>

^ Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Previous  Continue  Cancel
Step 9: Choose view access for this payment plan for authorized payer(s). Note that this allows view access only. Only the plan owner can change details of the plan (e.g. source of payment).

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<table>
<thead>
<tr>
<th>Authorized Payers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>--------------------</td>
</tr>
<tr>
<td>Your family member whom you’ve authorized as a payer</td>
</tr>
</tbody>
</table>

By Permitting an Authorized Payer(s) to view your Payment Plan details the individual(s) will have access to the details of your payment plan including payment and activity history.

If you also elect to allow an Authorized Payer(s) to receive payment plan emails they will have access to the Payment Plan details and receive all email notifications associated with that plan. Email notifications can be managed through the User Preference link.
Step 10: Read Payment Plan Terms and Conditions. We recommend you print the Terms and Conditions so you can refer to them later. Check the box to accept the terms and select **Confirm** to activate the agreement.
Step 11: You will see this message (Processing Payment Plan Enrollment) while your plan is being activated.
Step 12: Your payment plan is activated. You will receive an Agreement Notification by email. The contracted installment will be automatically deducted from your account or debited to your card. **You must re-enroll in the plan next semester.** If you have questions, please contact the Bursar’s Office at bursar@colorado.edu or 303-492-5381.

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**Payment Plan Receipt**

This is your receipt.

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**Enrollment Fee**

- **Confirmation Number:** 5000000001
- **Payment Date:** Jan 28, 2016 at 7:37 AM, MST
- **Effective Date:** Jan 28, 2016
- **Primary User ID:** 00000001
- **Primary User Name:** Your name
- **Account:** PAYMENT_PLAN_CUBLD
- **Payment Amount:** $25.00
- **Total Amount:** $25.00
- **Holder’s Name:** Your name
- **Payment Method:** CHECKING ending with 0001
- **Routing Number:** 100000000

- **Contact Info:** (555)555-5555 (daytime phone)
yourname@gmail.com (e-mail)

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**Agreement Id #200002**

<table>
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<tr>
<th>Plan</th>
<th>Estimated† Balance</th>
<th>First Installment Date</th>
<th>Instalments</th>
<th>Estimated† Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU-Boulder Main Campus</td>
<td>$19,274.35</td>
<td>Feb 05, 2016 (Fri)</td>
<td>3</td>
<td>$5,091.45</td>
</tr>
</tbody>
</table>

† Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.