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

• 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 percent service fee applies to all credit or debit* card payments (charged by NelNet Campus Commerce).

• 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 if you want to continue participating.

• 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. There can only be one plan owner and one payment source.

• Parents who are authorized payers must log in to CUBill&Pay and enroll 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.

* A 2.75 percent service fee is assessed for each transaction even if you use a debit card. If you are considering using a debit card, we recommend paying with eCheck from a U.S. checking or savings account in order to avoid the fee. Your U.S. bank’s routing number can be found on their website or by contacting your banking institution.
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: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **View Payment Plans**.
Step 3: Choose a payment plan and select **Sign Up for New Payment Plan**.

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**Payment Plans**

Nelnet Business Solutions may be able to provide you with the opportunity to budget your payments over time.

**Advantages**

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

**Available Payment Plans**

To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

**Active Payment Plans**

To view the detail of an active plan and to change the payment method for your plan, click the "View Details" link for that particular plan.

**Available Payment Plans**

- CU Boulder Main Campus  ($25.00 Non Refundable Enrollment Fee)

**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 still enter estimated **Credits** (anticipated payments, financial aid, scholarships, etc.) Click **Continue**.

If the semester *has not started*, estimate your bill, enter amounts, and click **Continue**.
Step 5: Select a plan, complete the security information, choose a payment method and click Continue.
Step 6: If you selected eCheck as your payment method, skip this step.
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 percent service fee for each payment. Paying with eCheck (a money transfer from a U.S. banking institution) is free. Click Continue.

Credit and debit cards only

**Payment Plan Service Fee**

Credit and debit card payments are processed by Neinet Campus Commerce through PaymentSpring. Neinet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit 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 or debit 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 the payment information for your chosen payment method and select **Continue**.

**ECheck payment**

**Credit/debit card payment**
Step 8: Verify that the information is correct for your chosen payment method and click **Continue**.

**ECheck payment**

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**Credit/debit card payment**

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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).

### Manage Authorized Payer Access

Students have the ability to create Authorized Payers who may then log in themselves to view the student’s account details and bills, and to make payments. However, only the student and/or the Authorized Payer enrolled in a payment plan can see the plan details and receive emails generated by the plan. Since you are the individual enrolling in a payment plan, you have the option to permit the Authorized Payers listed here access to see this payment plan’s details and/or receive emails generated by this payment plan.

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.

<table>
<thead>
<tr>
<th>Authorized Payers</th>
<th>Name</th>
<th>Select Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your family member whom you’ve authorized as a payer</td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

[Next button highlighted]
Step 10: Read the Payment Plan Terms and Conditions. We recommend printing the Terms and Conditions so you can refer to them later. Check the box to accept the terms and click **Confirm** to activate the agreement.
Step 11: You will see this message (Processing Payment Plan Enrollment) while your plan is being activated.

![Processing Payment Plan Enrollment]

Processing your enrollment could take up to 1 minute, please wait until you receive the receipt page.
Step 12: Your payment plan is now activated. This is your receipt for the Enrollment Fee. You will receive an Agreement Notification by email. The installment amount will be automatically deducted from your account or debited to your credit or debit card. To participate next semester, you must re-enroll. If you have questions, please contact the Bursar’s Office at bursar@colorado.edu or 303-492-5381. This process is complete.