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

Important 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/debit card payments.)
- Enrollment fee (nonrefundable): $25 per plan (or $45 if you enroll in fall and spring at one time)
- Minimum tuition and fee balance to participate: $250
- Payments are processed on the 5th of the month. If the 5th falls on a weekend, your payment will be processed the following business day.
- If payment is returned, a $30 returned payment fee applies.
- Your account must be in good standing to enroll (no past due balance).
- The amounts you need to pay may change due to rebalancing resulting from changes to your account like adding or dropping classes, authorizing the College Opportunity Fund stipend (applies to in-state undergraduates only), tuition waivers, or financial aid.

- Students sign up in MyCUInfo. Parents, once they are authorized as payers, can sign up in CUBill&Pay.
- If the student enrolls in the payment plan, the student is the owner of the plan and can choose to share Payment Plan email notifications with any (or all) of their Authorized Payers.
- If the Authorized Payer enrolls in the payment plan, the Authorized Payer is the owner of the plan and will receive Payment Plan emails as well as the student.
- Email notifications regarding the payment plan will come from cu@quikpayasp.com.

You are not eligible for the payment plan if you have a past due balance, if your tuition and fee balance is less than $250, or if you are participating in Study Abroad.
Log in to MyCUInfo, mycuinfo.colorado.edu.

(Authorized payers: log in to CUBill&Pay, click Payment Plans in the left column and skip to page 4.)
How to enroll in payment plan

Select Billing Information tab

<table>
<thead>
<tr>
<th>Make Payment</th>
<th>Remember to check your student account regularly!</th>
</tr>
</thead>
<tbody>
<tr>
<td>View and Print Bill</td>
<td>Check your account for more information</td>
</tr>
<tr>
<td>Authorize Others to View and Pay Your Bill</td>
<td></td>
</tr>
<tr>
<td>Direct Deposit of Tuition &amp; Fee Refunds</td>
<td></td>
</tr>
<tr>
<td>Payment Plans</td>
<td></td>
</tr>
</tbody>
</table>

Other Billing Services

- College Opportunity Fund
  - Stipend for Colorado In-State Undergraduates
- CU Money Sense
  - Student Financial Wellness Program
- Student Health Plans
  - Select or Waive Coverage
- 1098T Form
  - View and Print Your Tax Form
How to enroll in payment plan

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 Fall 2015 ($25.00 Non Refundable Enrollment Fee)

Select the plan you want and click Sign up for New Payment Plan.
How to enroll in payment plan

**Important:**
If the semester has started, these fields will be filled in.

*If the semester has not started yet, estimate your tuition bill to enroll in the payment plan. Until tuition is calculated, you can adjust these amounts later if you need to.*

Need help estimating your bill? Visit the [estimate help page for CU-Boulder](#).

Complete the fields and click **Continue**.
How to enroll in payment plan

1. Select the plan.

2. Choose a security question.

3. Choose a payment method for automatic payments.

4. Click Continue.
How to enroll in payment plan

If you select eCheck:

There is no service fee for paying from a regular checking or savings account.

If you select credit card:

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 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.
How to enroll in payment plan

If you select eCheck:

Provide eCheck Information

Please provide your eCheck information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the bank account you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the bank account information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 3-4 days.

Enrollment Fee: $25.00

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.

Account Information

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

Contact Information

| Daytime Phone: | (555) 555-1212 OR 314 123 4567 |
| Email Address: |  |

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

Profile Information

| Profile Name: |  |

If you select credit card:

Provide Credit Card Information

Please provide your Credit Card information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the credit card you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the credit card information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount charged to your Credit Card today

Enrollment Fee: $25.00

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.

Profiles that are used for payment plans can be changed up until 4:30 PM on the day the payment is scheduled to be processed. Changes made after 4:30 PM will be effective for the next scheduled payment plan payment.

Cardholder's Name:  
Card Type: MASTERCARD  
Credit Card Number:  
Expiration Date:  

Contact Information

| Evening Phone: | (555) 555-1212 OR 314 123 4567 |
| Email Address: |  |

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

Profile Information

| Profile Name: |  |

Note the amount you will be charged today, complete the payment information and click Continue.
How to enroll in payment plan

### eCheck:

**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.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
<th>$25.00</th>
</tr>
</thead>
</table>

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.

**Profile Information**

- **Profile Name:** Jane checking

**Account Information**

- **Holder's Name:** Jane Smith
- **Account Type:** CHECKING
- **Routing Number:** 997654321 (YOUR BANK)
- **Account Number:** ******5789

**Contact Information**

- **Daytime Phone:** 303-555-5555
- **Email Address:** jane.smith@cu.edu

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#### Remaining Payment Schedule Summary for CU-Boulder Main Campus Fall 2015

<table>
<thead>
<tr>
<th>Plan</th>
<th>Estimated(^1) Balance</th>
<th>First Installment Date</th>
<th>Instalments</th>
<th>Estimated(^1) Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU-Boulder Main Campus Fall 2015</td>
<td>$15,000.00</td>
<td>Sept. 05, 2015 (Sat)</td>
<td>4</td>
<td>$3,750.00</td>
</tr>
</tbody>
</table>

\(^1\) The service fee is included in the payment amount.

---

**Credit card:**

**Is this Payment Plan information correct?**

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

**Amount Due Today:** Amount charged to your Credit Card today.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
<th>$25.00</th>
</tr>
</thead>
</table>

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.

**Profile Information**

- **Profile Name:** Jane credit card

**Credit Card Information**

- **Cardholder's Name:** Jane Smith
- **Card Type:** MASTERCARD
- **Credit Card Number:** **********5454
- **Expiration Date:** 09/2016

**Contact Information**

- **Evening Phone:** (303)555-5555
- **Email Address:** jane.smith@cu.edu

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#### Remaining Payment Schedule Summary for CU-Boulder Main Campus Fall 2015

<table>
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<th>Plan</th>
<th>Estimated(^1) Balance</th>
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<td>4</td>
<td>$3,750.00</td>
</tr>
</tbody>
</table>

\(^1\) The service fee is included in the payment amount.

---

**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.
IMPORTANT: Manage authorized payer access. Choose access and click **Continue**.
How to enroll in payment plan

Read the Terms and Conditions, click to accept them, and then click Continue.
How to enroll in payment plan

Processing Payment Plan Enrollment

Processing your enrollment could take up to 1 minute, please wait until you receive the receipt page.

You will see this while your payment is processing.
How to enroll in payment plan

**eCheck receipt:**

**Payment Plan Receipt**
This is your receipt.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirmation Number: 5001601069</td>
</tr>
<tr>
<td>Payment Date: July 11, 2015 at 12:43 PM, MST</td>
</tr>
<tr>
<td>Effective Date: July 11, 2015</td>
</tr>
<tr>
<td>Primary User Id: 012345678</td>
</tr>
<tr>
<td>Primary User Name: Jane Smith</td>
</tr>
<tr>
<td>Account: PAYMENT_PLAN_CUBLD</td>
</tr>
<tr>
<td>Payment Amount: $25.00</td>
</tr>
<tr>
<td>Total Amount: $25.00</td>
</tr>
<tr>
<td>Holder's Name: Jane Smith</td>
</tr>
<tr>
<td>Payment Method: CHECKING *******1111</td>
</tr>
<tr>
<td>Contact Info: (303)555-5555 (daytime phone) <a href="mailto:jane.smith@a.com">jane.smith@a.com</a></td>
</tr>
</tbody>
</table>

**Agreement Id #103676**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Estimated(^{1}) Balance</th>
<th>First Installment Date</th>
<th>Installments</th>
<th>Estimated Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU-Boulder Main Campus Fall 2015</td>
<td>$15,000.00</td>
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</tr>
</tbody>
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\(^1\) 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.

**Credit card receipt:**

**Payment Plan Receipt**
This is your receipt.

<table>
<thead>
<tr>
<th>Enrollment Fee</th>
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</thead>
<tbody>
<tr>
<td>Confirmation Number: 5001601062</td>
</tr>
<tr>
<td>Payment Date: July 11, 2015 at 12:43 PM, MST</td>
</tr>
<tr>
<td>Effective Date: July 11, 2015</td>
</tr>
<tr>
<td>Primary User Id: 012345678</td>
</tr>
<tr>
<td>Primary User Name: Jane Smith</td>
</tr>
<tr>
<td>Account: PAYMENT_PLAN_CUBLD</td>
</tr>
<tr>
<td>Payment Amount: $25.00</td>
</tr>
<tr>
<td>Total Amount: $25.00</td>
</tr>
<tr>
<td>Cardholder's Name: Jane Smith</td>
</tr>
<tr>
<td>Payment Method: MASTERCARD **********5454</td>
</tr>
<tr>
<td>Approval Code: TAS717</td>
</tr>
<tr>
<td>Contact Info: (303)555-5555 (evening phone) <a href="mailto:jane.smith@a.com">jane.smith@a.com</a></td>
</tr>
</tbody>
</table>

**Agreement Id #103675**

<table>
<thead>
<tr>
<th>Plan</th>
<th>Estimated(^{1}) Balance</th>
<th>First Installment Date</th>
<th>Installments</th>
<th>Estimated Installment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CU-Boulder Main Campus Fall 2015</td>
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<td>$3,750.00</td>
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</tbody>
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This process is now complete. Thank you!
See other How-to's