NEW STUDENT CHECKLIST

To keep track of billing changes, ensure timely payments, and avoid late fees, there are a number of steps you need to complete for the Bursar's Office. Students can complete all of these tasks online on MyCUInfo [https://mycuinfo.colorado.edu](https://mycuinfo.colorado.edu). Detailed instructions are available on our website [http://bursar.colorado.edu/resources/how-tos/](http://bursar.colorado.edu/resources/how-tos/).

Authorize Payers/Users

Tuition and fees are only on your student account online. *No paper bills are mailed.* If your parent or someone else pays tuition and fees on your behalf, you must give them access to view your student account online via CUBill&Pay. This process is called “authorizing a payer.” You can give up to 5 people access to your student account. Authorizing payers also gives the Bursar’s Office permission to discuss your student account with the people you designate. You and your authorized payers can check your student account 24/7. You will both receive monthly reminder e-mails to check your account as well.

1. In MyCUInfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select Authorize Others to View and Pay Your Bill and follow the instructions.

Deadline: August 1, 2014 in order for authorized payers to receive notification via email. Otherwise, you can authorize payers at any time so they can access the bill online.

Set Up Direct Deposit (Required)

Refunds are deposited directly into students’ bank accounts. Students are required to sign up for direct deposit. Refunds can result from dropping a class, financial aid, waiving health insurance, etc. To sign up, you will need your bank’s routing number and your bank account number.

1. In MyCUInfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select Direct Deposit of Tuition & Fee Refunds.
3. Read the details and follow the instructions. Click Next and then Submit.

Deadline: August 20, 2014 in order to receive the first refund for fall 2014 but you can set it up at any time for future refunds. Note: New/transfer students must attend orientation prior to signing up for direct deposit.

College Opportunity Fund (authorize during or after registration)

The College Opportunity Fund (COF) is the state of Colorado’s method of providing state tax dollar support for higher education for in-state undergraduates. It reduces the amount of tuition you pay but it is not an automatic process. You need to apply once in your lifetime with College Assist ([http://cof.college-assist.org](http://cof.college-assist.org)) and authorize once during your education at CU. Otherwise you will be responsible for paying more tuition including the portion that would have been covered by the College Opportunity Fund. This money is not based on financial need. It is available for all Colorado in-state undergraduates. Students receive a stipend of $75 per credit hour which will be credited directly to your student account.

1. In MyCUInfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select College Opportunity Fund.
3. Click Update Authorization for fall 2014.
4. Make your selection, click Submit and then Confirm.

Deadline: September 3, 2014 in order to receive the stipend in time for the tuition payment due date, otherwise you will pay more for tuition (sometimes over a thousand dollars more!).

Make your health insurance selection

All students are charged $1,695 for health insurance because it is mandatory at CU Boulder if you are an undergraduate student enrolled in 6 or more credit hours (graduate students enrolled in more than one credit hour). If you have your own health insurance, you need to either waive university-sponsored health insurance in MyCUInfo by September 3 or select the Campus Care Plan for $175. For more information and a description of the plans, visit [http://www.colorado.edu/healthcenter/insurance](http://www.colorado.edu/healthcenter/insurance).

1. Gather your policy details as found on your insurance card.

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1 Proposed
2. In MyCUinfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
3. Select the Health Plans tab and click on View My Health Insurance Selections.
4. Select the appropriate option for you and follow the instructions.

Deadline: September 3, 2014

☐ Electronic 1098T

Every January the University of Colorado provides IRS Form 1098T to all students who were enrolled during the previous tax year. The main purpose of the form 1098T is to help students determine if they are eligible to receive tax credits or deductions. You can grant consent to receive the form electronically in MyCUinfo. Granting consent also gives you detailed data about the amounts on your tax form as well as previous years’ 1098Ts.

1. In MyCUinfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select 1098T Form.
3. Click on Grant Consent and follow the rest of the instructions.

Deadline: January 15 in order to receive the previous year’s tax form in MyCUinfo.

☐ Getting financial aid?

If you are receiving financial aid, you can authorize your aid to help pay all of your university charges and possibly help you avoid late fees and registration holds. Otherwise your aid will pay ‘allowable’ charges only as defined by the Department of Education to be tuition, fees, and on-campus room and board.

1. In MyCUinfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select Title IV Permission.
3. Click on Grant Permissions and follow the rest of the instructions.

Deadline: September 3, 2014 in order to avoid late and finance charges on any unpaid amounts on your bill.

☐ Sign up for the Two-Payment Plan (available after you receive your first e-bill)

The Two-Payment Plan is optional and allows you to pay your tuition bill in two payments instead of one. The first installment for fall 2014 is due September 3. The second installment, plus any additional charges and a one percent finance charge, is due October 8. See http://bursar.colorado.edu/payments/two-payment-plan/ for more information. (Only available in fall and spring.)

1. In MyCUinfo, click on the Student tab, scroll down to the CENTER Financial section. (Do not go to the Financial section in the left column.)
2. Under the Billing tab, select Two-Payment Plan.
3. Click in the box to select the Two-Payment Plan and click Next.
4. Click Next again.
5. Read the terms, click the box next to Yes if you agree to the terms, and click Enroll.
6. Note the payment amounts and due dates.

Deadline: September 3, 2014. You can only sign up for the Two-Payment Plan after you receive your first bill. You are not eligible if you receive your first tuition bill for fall after September 3.

☐ Stay on top of your student financial obligations

The financial section in MyCUinfo is your primary tool to stay on top of your finances at CU. Your account is updated daily with any charges you may incur from such things as schedule changes or library fines. Remember: Consequences of non-payment will affect you personally, not your parents.

Tips for success:

- Check your tuition and fee account on MyCUinfo regularly. Remember: tuition and fees are only online!
- Check our How To’s to find out how to view your bills online and much more.
- Be aware of payment due dates - http://bursar.colorado.edu/billing/due-dates/
- Be aware of university deadlines for dropping and adding classes, withdrawing, etc. - http://www.colorado.edu/registrar/calendars-schedules/academic-calendar
- Read all e-mails from the Bursar’s Office in your Colorado.edu e-mail account. We do not send spam.
- Read the Bursar’s Office website (bursar.colorado.edu) for comprehensive information.
- Manage your money well - check out our financial literacy website at bursar.colorado.edu/CUmoneytips or stop by for a one-on-one coaching session with our staff.