The payment of all tuition, fees and charges becomes an obligation of the student upon registration at the University of Colorado Boulder (“university”). By agreeing to these terms and conditions, I authorize the university to add to my account all tuition and fees.

**Bills**

After I register, I understand that my bill will be made available online, and I will be sent notification of its availability at my university (@colorado.edu) e-mail address. If I do not receive an e-mail notification, I agree that I am still responsible for the required payment. See the university’s Continuing Education website conted.colorado.edu for specific dates and deadlines each semester.

**Payment**

I understand that I am registering for educational courses at the university. I hereby acknowledge and agree that I am fully responsible for the cost and expense of all tuition, fees, and other related educational expenses associated with my receipt of educational services at the university. I am responsible to review the current tuition and fee charges at CUBill&Pay, accessible via MyCUInfo: https://MyCUInfo.colorado.edu.

Tuition and fee charges are subject to change every term. I understand that I am responsible for maintaining my current address and phone number via MyCUInfo: https://MyCUInfo.colorado.edu.

If I expect financial aid to pay all or part of my financial obligation to the university, I understand that it is my responsibility to meet all requirements for disbursement to my student account. It is my responsibility to ensure that all requirements of grantors, lenders, employers and other third party payers are met on a timely basis. I understand that if my financial aid is reduced or cancelled due to eligibility, I will be responsible to pay back to the university any amounts that I am not eligible for under applicable financial aid guidelines.

**Returned Payment Policy**

I understand that I will be assessed a $20 fee for each payment returned (regardless of the amount). I will be assessed a one percent (1%) finance charge on the unpaid balance. I may be required to use certified funds to make payments.

**Withdrawal**

I understand that if I do not officially withdraw from registered courses during the 100% tuition refund/credit period, I will be responsible for paying some portion or full tuition amount and fees based on the date that I officially withdraw. I may incur additional charges, including but not limited to, room, board, and other departmental or university fees.

**Failure to Pay**

If I do not make the required payment in accordance with the scheduled payment deadline and my student account becomes past due, I will pay a finance charge on the unpaid balance of my tuition and fees. The university will calculate the finance charge by applying the periodic rate of one percent (1%) per month (Annual Percentage Rate of 12%) to the unpaid balance amount less any payments or credits made. I understand that I may avoid assessment of finance charges by paying the full amount of the tuition and fees due by the published date.
**Past Due Accounts**

I understand that if I fail to pay the total amount due for all charges, I am subject to the following penalties:

1. Registration for future terms will not be allowed.
2. No transcripts, diplomas, or certification materials will be issued to me until my bill is paid in full.
3. My past due account may be referred to the university’s Continuing Education’s Bursar/Collection Department or the Campus’ Student Debt Management Department for collection.
4. If my account is referred to an outside collection agency, the delinquency may be reported to national credit bureaus and I may be responsible for collection costs and reasonable attorneys’ fees allowed by the laws of the state of Colorado.
5. Pursuant to Colorado Law (C.R.S. § 23-5-115), in the event of a default of my account owed to the university, the university may certify to the Colorado Department of Revenue (DOR) information about me, including my name, social security number, the amount of the debt and any other identifying information required by the DOR. The DOR may then disburse funds to the university in satisfaction of that debt from tax refund amounts owed to me, if any.

**Billing Disputes and Inquiries**

If you think a bill is wrong or if you need additional information about a transaction on your bill, you must contact us at:

University of Colorado Boulder  
Division of Continuing Education  
1505 University Avenue  
178 UCB  
Boulder, CO 80309-0178  
Phone: 303-492-5148  
Fax: 303-492-5335

**Release of Information**

In the event my account becomes past due, I authorize the university to release personal and financial information about my account to national credit bureaus, and others concerned with collecting the balance owing.

I understand the university and/or collection agency acting on behalf of the university, may contact me regarding any outstanding balance. I authorize and give my consent for the University of Colorado Boulder to contact me on all numbers associated with my account including my mobile phone or other wireless devices using automated telephone dialing equipment, text messaging, and artificial or pre-recorded voice messages to discuss my past due tuition account, loan(s), and other institutional services now and in the future. I further authorize collection agencies acting on behalf of the University of Colorado Boulder to contact me on all numbers associated with my account including my mobile phone or other wireless devices using automated telephone dialing equipment, text messaging, and artificial or pre-recorded voice messages to discuss my past due tuition account, loan(s), and other institutional services now and in the future so long as they comply with the requirements of the Colorado Fair Debt Collection Practices Act, section 12-14-101 et seq., C.R.S.

**Contact Information**

University of Colorado Boulder  
Division of Continuing Education  
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Boulder CO 80309-0178  
Phone: 303-492-5148  
Fax: 303-492-5335  
Website: [conted.colorado.edu](http://conted.colorado.edu)