

# Enrollment Registration Form

TERM  Fall  Spring  Summer YEAR \_\_\_\_\_

FULL LEGAL NAME \_\_\_\_\_ SEX  Male  Female  
Last First Middle Former or Maiden

CU STUDENT NO \_\_\_\_\_ SOCIAL SECURITY NO \_\_\_\_\_ BIRTHDATE \_\_\_\_\_ AGE \_\_\_\_\_  
(If Applicable) (Required for TRA tax credits and COF Verification) Month/Day/Year

MAILING ADDRESS\* \_\_\_\_\_  
No. and Street, Apt. No. City State Zip

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
(Required for online courses.)

**\*If "permanent address" is different, mark this box (  ) and see back of form.** **\*\*Please fill in your selected courses on the back of this form.**

**CITIZENSHIP**

- U.S. Citizen
- Non-U.S. Citizen - permanent status  
Alien registration # \_\_\_\_\_
- Non-U.S. Citizen - temporary status  
Country \_\_\_\_\_  
Visa Type \_\_\_\_\_
- Non-U.S. Citizen – taking online course;  
not in U.S.

**ETHNICITY and RACE**

- Are you of Hispanic, Chicano, Mexican, Latino, Cuban, Puerto Rican, South or Central American or Spanish origin?  
 Yes  No
- Check one or more:
- American Indian or Alaskan Native
  - Black or African-American
  - Asian
  - Native Hawaiian or other Pacific Islander
  - White

**SELECTIVE SERVICE CERTIFICATION**

- I certify that I am registered with the Selective Service.
- I am not required to register with the Selective Service because:
  - I am a female.
  - I am in the U.S. Armed Forces on active duty.
  - I have not yet reached my 18<sup>th</sup> birthday
  - I am age 26, or older, by the first day of class
  - I am a non-immigrant alien lawfully admitted in the U.S.

**RESIDENCY**

- Colorado  Other state (St. abbr. \_\_\_\_\_)

If American Indian or Alaskan Native, are you an enrolled member of a federal or state recognized tribe with tribal affiliation documentation?  Yes  No  
Please indicate tribe name: \_\_\_\_\_

1. Have you served, or are you now serving, on active duty with the U.S. Armed Forces?  Yes  No From \_\_\_\_\_ To \_\_\_\_\_
2. Are you applying to Continuing Education without having received a high school diploma or high school equivalency diploma?  Yes  No
3. Are you under 22 years old, not in high school, and not officially admitted or enrolled in a CU Boulder degree program?  No  Yes If yes, provide a copy of your high school transcript with ACT or SAT scores. (Fall and Spring semesters only) Contact [ceadvisor@colorado.edu](mailto:ceadvisor@colorado.edu) for more information.
4. Have you ever enrolled for credit courses at any campus of the University of Colorado?  No  Yes If yes, most recent Term \_\_\_\_\_ Year \_\_\_\_\_ Campus \_\_\_\_\_
5. Do you have a college degree?  No  Yes If yes, highest degree \_\_\_\_\_ and date awarded \_\_\_\_\_  
Do you plan to take:  Undergraduate only  Undergraduate and Graduate  Graduate-only courses?
6. Do you have any pending charges OR have you ever been adjudicated guilty or convicted of misdemeanor or felony? Note that you are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, destroyed, erased, or otherwise ordered by a court to be kept confidential. If yes, download and submit the [Criminal History Supplement form](#)  No  Yes
7. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equiv) forward, whether related to academic misconduct or behavioral misconduct, that resulted in disciplinary action? These acts could include, but are not limited to: probation, suspension, removal, dismissal or expulsion from the institution. If yes, download and submit the [Nonacademic Suspension Information Form](#) .  No  Yes  
**Failure to answer questions 6 and 7 will stop the processing of your application. If you answer yes to either question, you must include a written explanation.**

**Complete this section if you have not attended any University of Colorado campus within the last 12 months, and are claiming in-state tuition classification.**  
Students already classified as nonresidents must submit a separate "Petition for In-State Tuition."

(NOTE: Failure to answer each question may result in your being classified as a nonresident.)	YOU	YOUR FAMILY (check one) <input type="checkbox"/> Parent <input type="checkbox"/> Court-Appointed Guardian
Dates of continuous physical presence in Colorado (mo./day/yr.) .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of employment in Colorado .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
List exact years personal, Colorado resident income taxes have been filed .....	_____	_____
Dates of extended absences (more than 2 months) from Colo. over the past two years .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of active military service, if applicable .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
If military, dates stationed in Colorado .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Drivers License # _____ Dates of Colorado driver's license .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
License Plate # _____ List exact years of Colorado motor vehicle registration. ....	_____	_____
Dates of Colorado voter registration .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____
Dates of ownership of a home (as a primary family residence) in Colorado .....	____/____/____ to ____/____/____	____/____/____ to ____/____/____

**Admission to the University of Colorado as a Non-degree Student does not guarantee eligibility for regular degree status.**

I hereby certify that to the best of my knowledge the information furnished on this application is true and complete. I understand that if found to be otherwise, it is sufficient cause for rejection or dismissal. I agree to observe all campus policies and regulations including the University [honor code](#).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please turn over and continue on back**

**The University's Tuition and Fee Agreement and Disclosure (Attached to the Registration Form; Does NOT Need to Be Submitted):**

I hereby acknowledge that I have read and expressly consent to the University's Tuition and Fee Agreement and Disclosure. By checking the "I AGREE" box below and signing this agreement, I agree that I have carefully read this statement, fully understand it, and agree to be legally bound by it.

I Agree. \_\_\_\_\_

\*\*We will enroll you in these courses only during the scheduled registration periods. Enrollment is subject to course availability. You will receive a confirmation of enrollment after the process has been completed. The Tuition and Fee Agreement above must be completed prior to registration.

Dept. Abbr.	Course No.	Cr. Hrs.	Section No.	Title(s) of course(s) for which you plan to enroll

\*Permanent address, if different than mailing address

<b>Permanent Address</b>			
_____		No. and Street	Apt. No.
_____	_____	State	Zip
_____	_____	_____	_____



## UNIVERSITY OF COLORADO BOULDER Tuition and Fee Agreement and Disclosure

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 [ce.colorado.edu](http://ce.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.

### **Payment Plans**

I understand that I have the option to pay my tuition bill over a period of time by enrolling in a payment plan if I am eligible. If I am eligible and choose to enroll in a payment plan, the following terms apply:

- 1) Payments must be made through automatic bank payment (ACH) from a regular checking or savings account, or a credit/debit card. (A nonrefundable 2.75% service fee applies to each credit/debit card payment)
- 2) Enrollment fee of \$25-45 applies, depending on the plan.
- 3) A \$30 returned payment fee applies to returned payment plan payments.
- 4) The amounts I need to pay may change due to recalculations resulting from changes to my bill, such as adding or dropping classes, tuition waivers, financial aid, etc. If this occurs, I understand and agree to take action to rebalance my payment plan by logging in to MyCUInfo and following the on-screen instructions.
- 5) I agree to abide by the Terms and Conditions of the Payment Plan Agreement if I choose to enroll.
- 6) If I do not pay an installment by the deadline, I will be assessed a one percent (1%) per month finance charge on the unpaid balance.
- 7) Information and instructions for payment plans are available on the university’s Continuing Education website [ce.colorado.edu](http://ce.colorado.edu).

## **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.

I understand that if I am eligible for a payment plan option and I elect to enroll in a payment plan, I am responsible for any unpaid balance on my student account if an authorized payer and plan owner fails to honor the terms and conditions of the Payment Plan Agreement.

## **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 university's 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.
5. If my account is referred to an outside collection agency, I agree to reimburse the university for collection agency costs, expenses, and fees incurred by the university in such collection efforts; and, I understand that such collection costs, expenses and fees may include percentage-based fees charged to the university by collection agency, including percentage-based fees of up to 30% of the debt collected. Any collections costs stated above are charged in addition to the principal, fees and interest due on my student account.
6. I am responsible for reasonable attorney's fees and court costs associated with collecting or enforcing my past due account as allowed under Colorado law.
7. 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.

All outstanding tuition account balances are considered qualified educational loans under 26 United States Code (USC) § 221 and are extended with the express understanding that future repayment shall be made to the university. I further understand that my acceptance of these terms represents my acknowledgement and acceptance of my student account balance as a qualified education loan under Internal Revenue Code 221, and as such, its exemption from discharge under the federal bankruptcy code, 11 USC (USC) § 523(a)(8).

### **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.