

## Community Auditor: Enrollment Registration Form

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

FULL LEGAL NAME \_\_\_\_\_  
Last First Middle Former or Maiden

GENDER  Male  Female  Other

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

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

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_  
(Required)

\* Please refer to the restricted courses and refund policies on the back of this form.

\*\* Please fill in your selected courses on the back of this form along with instructor approval signature (s).

### CITIZENSHIP

- U.S. Citizen  
 Non-U.S. Citizen - permanent status  
Alien registration # \_\_\_\_\_  
 Non-U.S. Citizen - temporary status  
Country \_\_\_\_\_  
Visa Type \_\_\_\_\_

### RESIDENCY

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

### 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

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:  
\_\_\_\_\_

### 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.

**Failure to answer either the Criminal History or the Nonacademic Suspension questions will stop the processing of your application. If you answer yes to either question, you must include a written explanation on the supplemental form.**

### CRIMINAL HISTORY

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:

<http://ce.colorado.edu/wp-content/uploads/2015/12/CE-Criminal-History-Supplement.pdf>

- No  Yes

### NONACADEMIC SUSPENSION

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from the 9th grade (or the international equivalent) 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:

<https://ce.colorado.edu/wp-content/uploads/2015/12/CE-NonAcademic-Suspension-Information-Form.pdf>

- No  Yes

Acceptance to the University of Colorado as a Community Auditor does not guarantee eligibility for regular degree status. Auditors are not considered University of Colorado Boulder students and do not receive the same privileges as students. There is no credit for audited courses nor are auditors eligible to petition for credit at any time.

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 from campus. I agree to observe all campus policies and regulations including the University [honor code](#).

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

### Emergency Contact

Name \_\_\_\_\_ Relation \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

### Payment Method

All credit card payments will be assessed a non-refundable 2.75% service fee in addition to tuition.

Method of Payment <input type="checkbox"/> Check payable to <b>University of Colorado</b> <input type="checkbox"/> Credit Card (Complete credit card section) <input type="checkbox"/> Cash	Charge my <input type="checkbox"/> VISA <input type="checkbox"/> MasterCard <input type="checkbox"/> Discover Acct. No. _____ - _____ - _____ _____ / _____ Cardholder's Name _____	<b>Total Tuition: \$250</b> (due at the time of registration)  Expiration Date _____  Rec'd by _____ Date _____
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### The University's Tuition and Fee Agreement and Disclosure

(Attached to the Registration Form; Please Keep For Your Records; 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 courses only during the scheduled enrollment periods. Enrollment is subject to course availability and fire code enforcement. You must submit the instructor approval granted by email or on this form with the instructor's signature for enrollment. You will receive a confirmation of enrollment after the process is completed. The Tuition and Fee Agreement above must be completed prior to registration.

\* Enrollment restrictions apply. Please refer to the restricted course list on [ce.colorado.edu](http://ce.colorado.edu) or at the bottom of the enrollment form.

\*\*There are no tuition refunds nor petitions granted for Community Auditors regardless of circumstances. Non-attendance does not constitute a refund.

Dept Abbr.	Course No.	Section No.	Credit Hrs.	Course Title and Instructor Signature

## Course Restrictions

The following classes are **not** available to auditors:

- Any class that exceeds room fire code capacity, or is waitlisted
- Participatory courses (voice, choral, dance, painting, ceramics, computer, theater, photography, musical instrument, studio film etc.)
- Cinema Studies studio courses and CINE/FILM 2000 – Foundations 1
- Online Credit Continuing Education courses
- All Computer Science Post-Bacc (CSPB) online courses
- Summer Session online courses
- Graduate online library courses
- Honors Program courses
- HUMN 4135 and HUMN 4011
- International Affairs senior seminar courses (IAFS 4500) and any fully enrolled IAFS course
- First-year law courses (e.g. all LAWS 5000 and some 6000-level) and all law school seminars (any LAWS 8000-level course)
- All graduate level Business courses (ACCT, BADM, MBAC, MBAX, MSBC and MSBX)
- History undergraduate seminar courses in 3000s and HIST 1800
- Foreign language courses, including Spanish, Chinese, Japanese, Arabic, Korean, and Hindi

**NOTE:** Community members may access language courses through the [Anderson Language and Technology Center \(ALTEC\)](#).

## 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 [Buff Portal](#).

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 [Buff Portal](#).

If I expect financial aid to pay all or part of my financial obligation to the university, I understand 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 [Buff Portal](#) 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.