UNIVERSITY OF COLORADO COLORADO SPRINGS

Tuition and Fee Agreement and Disclosure

PAYMENT OF FEES/PROMISE TO PAY

I understand that I am registering for educational courses at the University of Colorado Colorado Springs ("University") and that I will be expected to pay, and will pay, for educational courses and all associated educational services, fees and expenses. I hereby acknowledge and accept full financial responsibility to pay for the cost and expense of all tuition and all related educational services, fees and expenses associated with my receipt of educational services at the University, even if course modality (online, remote, hybrid, in-person) changes or circumstances result in modification, termination, or suspension of some services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which the University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date. See the Student Financial Services website at https://bursar.uccs.edu/payments/payment-procedures-and-deadlines for specific dates and deadlines each semester.

Payment Plans

Deferred payment plans are available to students each semester. To take advantage of a payment plan, I must sign up after I receive e-mail notification of the first e-bill of the semester. The deadline to request a payment plan is published at https://bursar.uccs.edu/payments/payment-procedures-and-deadlines. If I sign up for a payment plan, the following terms apply:

Payment Methods

- ☐ Automatic bank payment (eCheck)
- ☐ Credit card/debit card (An additional service fee may be assessed)

Cost to Participate

- ☐ $45 enrollment fee per semester
- ☐ $30 returned payment fee if a payment is returned

Steps to Enroll

- ☐ Login to myUCCS portal (http://www.uccs.edu/~portal)
- ☐ Select the Student Financials (Bursar) link
- ☐ Select Enroll in a Payment Plan

NOTE: Enrollment fees are processed immediately! All monthly payments are processed automatically on the 20th of each month.

The amounts I need to pay may change due to discrepancies between my student account and payment plan agreement amount resulting from changes to my bill, such as additional Colorado Opportunity Fund stipend for in-state undergrads, tuition waivers, financial aid, payments, adding/dropping classes etc.

- ☐ A rebalancing of my payment plan agreement resulting in decreased future payment amounts will be completed automatically before the next payment withdrawal date.

- ☐ A rebalancing of my payment plan agreement resulting in increased future payment amounts will require an action on the part of the Payment Plan owner. This will not happen automatically.
  - Any student account balance not covered by the scheduled payment plan payment amounts will be due immediately following the final plan automatic deduction date and will be subject to late fines and services charges.

WITHDRAWAL

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees and I will follow the published instructions within the *Withdrawal and Refund Policies* in the Registration Handbook at: Drop and Withdrawal Policies and Procedures | Office of the Registrar (uccs.edu) which I understand and agree are incorporated herein by reference. I understand that if I do not officially withdraw from registered courses during the 100% tuition refund period, I will be responsible for paying all or a portion of tuition 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. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

TUITION APPEALS

Tuition Appeals are for students who are requesting a refund of their tuition charges due to extenuating circumstances for dropped classes that occurred during the semester. Tuition Appeals must be submitted by the end of the semester following the semester in dispute to be considered (fall appeals due by end of spring semester; and spring/summer appeals due end of fall semester). Tuition appeal forms are available at the Admissions and Records Office and online at https://registrar.uccs.edu/student-forms .

METHOD OF BILLING

I understand that the University uses electronic billing (e-bill) as its official billing method and therefore I am responsible for viewing and paying my student account e-bill by the scheduled due date (see the Student Financial Services website at https://bursar.uccs.edu for specific dates and deadlines each semester). A notification of new e-bill activity will be sent to my @UCCS e-mail account. I further understand that failure to review my e-bill does not constitute a valid reason for not paying my bill on time. E-bill information is available at https://bursar.uccs.edu/index.php/billing.

BILLING ERRORS

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at the University.

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 write to us at:

University of Colorado Colorado Springs
Bursar's Office
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Write us as soon as possible. We must hear from you within 60 days from the end of the term, or your right to dispute the bill will be waived. You may telephone us at 719-255-3391, but doing so will not preserve your rights. In your letter, give us the following information:

- Your name and student identification number
- The dollar amount of the suspected error
- Describe the error and explain, if you can, why you believe there is an error
- If you need more information, describe the item about which you have a question

RETURNED PAYMENTS/FAILED PAYMENT AGREEMENTS

If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of $30.00 that I may be assessed. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with the University may result in a requirement to pay with certified funds, a late fine and 1% per month service charge and/or suspension of my eligibility to register for future classes at the University.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing the University by the scheduled due date, the University will place a financial hold on my student account, which may prevent me from registering for future classes, requesting transcripts, certification materials, or receiving my diploma until my account is paid in full.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing the University by the scheduled due date, the University will assess a late payment charge (see table below) and service charges at the rate of 1% per month on the past due portion of my student account until my past due account is paid in full. Late payment charges and service charges will only be reversed if a University error caused the late payment charges and service charges to be assessed.

LATE PAYMENT CHARGE TABLE	
BALANCE DUE	LATE CHARGE
$ 50.00 – 99.99	$ 5.00
$ 100.00 – 299.99	$ 10.00
$ 300.00 – 499.00	$ 20.00
$ 500.00 – 699.99	$ 30.00
$ 700.00 – 899.99	$ 40.00
$ 900.00 and over	$ 50.00

Collection Agency Fees: I understand and accept if I fail to pay my student account bill or any monies due and owing the University by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, The University may refer my account to the University's Student Debt Management office and/or a collection agency. I further understand if the University refers my student account balance to a third party for collection, whether an attorney or collection agency, I will be responsible for any costs (including but not limited to collection fees) associated with attempting to collect the monies due and owing. I understand a collection fee will be assessed and will be due and owing in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law but not to exceed 40 percent of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Pursuant to 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 Colorado Department of Revenue may then disburse funds to the university in satisfaction of that debt from tax refund amounts owed to me, if any.

COMMUNICATION

Method of Communication: I understand and agree that the University uses e-mail as an official method of communication with me, and that therefore I am responsible for reading the e-mails I receive from the University, at my @UCCS e-mail account, on a timely basis.

Contact: I authorize the University and its agents and contractors to contact me at my current and any future cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to the University or to receive general information from the University. I authorize the University and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to University of Colorado Colorado Springs, 1420 Austin Bluffs Pkwy., Attention Bursar Office, Colorado Springs, CO 80918, or in writing to the applicable contractor or agent contacting me on behalf of the University.

Updating Contact Information: I understand and agree that I am responsible for keeping the University records up to date with my current physical addresses, email addresses, and phone numbers by following the procedure on MyUCCS portal at https://uccs.edu/~portal. The linked procedure is incorporated herein by reference. Upon leaving the University for any reason, it is my responsibility to provide the University with updated contact information for purposes of continued communication regarding any amounts that remain due and owing to the University.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and the University, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by the University if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

FINANCIAL AID

Federal Aid: I understand any federal Title IV financial aid I receive, except for Federal Work Study (FWS) wages, will first be applied to any outstanding balance on my account for tuition, fees, and room and board. Title IV financial aid includes aid from the Pell Grant, Supplemental Educational Opportunity Grant (SEOG), Direct Loan, PLUS Loan, Perkins Loan, and TEACH Grant programs.

Prizes, Awards, Scholarships, Grants: I understand all prizes, awards, scholarships, and grants awarded to me by {Institution Name} will be credited to my student account and applied toward any outstanding balance. I further understand my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations and may, therefore, reduce my eligibility for other federal and/or state financial aid (i.e., loans, grants, Federal Work Study), which if already disbursed to my student account, must be reversed and returned to the aid source.

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked. If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

PRIVACY RIGHTS & RESPONSIBILITIES

I understand that the University is bound by the Family Educational Rights and Privacy Act (FERPA) which prohibits the University from releasing any information from my education record without my written permission. Therefore, I understand that if I want the University to share information from my education record with someone else, I must provide written permission by following the procedure outlined at FERPA Consent to Release | Office of the Registrar (uccs.edu). I further understand that I may revoke my permission at any time as instructed in the same procedure.

IRS FORM 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to the University upon request as required by Internal Revenue Service (IRS) regulations for

Form 1098-T reporting purposes. I may consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from the University on MyUCCS portal at https://uccs.edu/~portal. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided.

STUDENT AGE

I understand and agree that if I am younger than the applicable age of majority when I execute this agreement that the educational services provided by the University are a necessity, and I am contractually obligated pursuant to the "doctrine of necessaries."

AGREEMENT

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

I AGREE