

To make a smooth transition to the University, there are a number of steps you need to complete for the Bursar's Office. Please review the list below for your requirements:

**Authorize payers**

When you register as a student at the University of Colorado at Boulder, you agree to pay all charges on your account when due. As the student, you are the account holder and are fully responsible for payment. If your parent or someone else pays the bill on your behalf, you can set them up as an authorized payer. Authorizing a payer is the process of giving access to parents, family, or others (up to 5 people total) to view, print or pay your tuition and fee bill on your behalf on *CUBill&Pay*. Both you and your authorized payers will receive e-mail notifications when bills are available online. Yours will be sent to your Colorado.edu e-mail address.

1. On CUConnect (<https://cuconnect.colorado.edu>), go to the financial tab, select Boulder Main Campus then "Authorize payers to view and pay your tuition bill".
2. You are now in CUBill&Pay. Select "Authorize Payers" again on the left column.
3. Click "Add New" to set up a payer.
4. Contact your authorized payer and tell them the temporary password you set up for them. Remember that login names and passwords are case sensitive. They will receive a confirmation e-mail with login information.

**Deadline: As soon as possible. December 11, 2009 is the deadline in order for Authorized Payers to receive the spring 2010 bill notification but you can authorize payers at any time.**

**Set up direct deposit**

Direct deposit is the method the university uses to refund overpayments. Any refund will be credited directly to the designated bank account. The university requires direct deposit to be set up in order to receive refunds.

1. Open a bank account if you don't already have one.
2. Locate your bank routing number and savings/checking account number. This information is on the bottom of your checks or you can get it directly from your bank. These numbers are *not* on your debit card.
3. On CUConnect (<https://cuconnect.colorado.edu>) go to the financial tab, select Boulder Main Campus then click "Direct Deposit of Tuition and Fee Refunds" and follow the on-screen instructions.

**Note:** Direct deposit authorization only allows funds to be *deposited into* your account. Funds are not *withdrawn from* your account to pay your bill as a result of this authorization.

**Deadline: You can set up anytime. January 5, 2010 is the deadline in order to receive the first spring refunds on Friday, January 8.**

**College Opportunity Fund**

Undergraduate in-state students are eligible for direct college funding from the state of Colorado. To receive the funding you must apply once in your lifetime AND authorize each semester at registration. This money is not based on financial need. It is available for all Colorado undergraduate residents. Students receive a stipend of \$68.00 per credit hour which will be credited directly to your tuition and fee bill.

1. Apply at: <https://cof.college-assist.org>. Click on "Apply for a stipend." This is a one-time application.
2. Authorize while registering EVERY semester by following the on-line prompts.
3. You can go back and authorize later by logging on to CUConnect (<https://cuconnect.colorado.edu>) under the courses tab.
4. The COF credit will be applied directly to your bill. Check your bill on CUConnect (<https://cuconnect.colorado.edu>) under the "financial tab" and choose "view detail."

**Deadline: January 20, 2010 in order to receive the stipend in time for the tuition payment due date, otherwise you will pay more for tuition**

**Authorize by the last day of classes to receive the stipend each semester.**

(OVER)

**Choose health insurance**

The University of Colorado has a policy of mandatory health insurance coverage for all CU-students. Because of this policy, students are automatically enrolled in the Student Gold Health Insurance Plan each year. Your tuition bill will be charged \$1,052.50 per semester unless you waive university coverage or select the Wardenburg Campus Care Plan (\$165). For more information and a description of the plans, go to <http://www.colorado.edu/studenthealthplans/index.html>. If you are already covered by health insurance and can provide proof of coverage you can waive enrollment in the Student Gold Health Plan as follows:

1. Gather your policy details as found on your insurance card.
2. On CUConnect (<https://cuconnect.colorado.edu>), go to the financial tab, select Student Health Plans.
3. Click on "Select or waive health plan for fall 2009/spring 2010" and select the appropriate option for you.

**Deadline: January 20, 2010 for new spring students only.**

**Sign up for the Two-Payment Plan**

The Two-Payment Plan is optional and allows you to pay your tuition bill in two payments instead of one. Your bill is divided in half. The first half is due January 20. The second half plus 1 percent service charge and any additional charges is due February 24. Plan details are at: <http://www.colorado.edu/bursar/now/twopaymentplan.html>

1. After you receive your initial tuition and fee e-bill notification, log on to CUConnect (<https://cuconnect.colorado.edu>), go to the financial tab, select Boulder Main Campus.
2. Select "Two-Payment Plan" and follow the on-screen prompts.

**Deadline: January 20, 2010. You can sign up for the Two-Payment Plan *after* you receive your first bill.**

**Be aware of your student obligations**

CUConnect (<https://cuconnect.colorado.edu>) under the "financial tab" is your primary tool to interact and stay current with your finances at the university. Your account is updated daily with any charges you may incur from dropping or adding classes to library fines. **Remember:** Consequences of non-payment will affect you personally, not your parents. Further information: <http://www.colorado.edu/bursar/now/agree.html>

- Check your tuition and fee account on CUConnect (<https://cuconnect.colorado.edu>) regularly.
- Be aware of our due dates (<http://www.colorado.edu/bursar/duedates.html#fall09>)
- Be aware of university deadlines. ([http://registrar.colorado.edu/calendar/calendars\\_schedules.html](http://registrar.colorado.edu/calendar/calendars_schedules.html))
- Read bursar e-mails in your Colorado.edu e-mail account.
- Listen to voice mail messages from the Bursar's Office.
- Read vital announcements in CUConnect (<https://cuconnect.colorado.edu>) and Buff Bulletins in your e-mail.
- Read the Bursar's Office website ([www.colorado.edu/bursar](http://www.colorado.edu/bursar)) for comprehensive information.