How to enroll in a payment plan for the tuition and fee bill

For complete information about monthly payment plans, see Payment Plans.



Step 1: Students log in to <u>Buff Portal</u> (buffportal.colorado.edu.) (Authorized payers log in to <u>CUBill&Pay</u>, select **Payment Plan** and go to <u>step 4</u>.)

| University of Colorado | Boulder | example |
|--|-----------------------------------|---------------------|
| ederated Ider | ntity Service | |
| | | |
| Log in to Buf | f Portal | |
| IdentiKey Username (| example: chbu1234) | |
| | | |
| IdentiKey Password | | |
| | | |
| | | |
| Log In | Advanced Settings | |
| Need help logging in? Quit or close all browser w | indows to exit completely. | |
| DO NOT bookmark this pa | ge! Bookmark the service homepage | e after logging in. |



Step 2: Locate the Tuition & Fees card. It will be on the main Buff Portal page. Then click **View Balance/Pay Bill**.

| G University of Colorado Boulder | | | Buff Portal |
|-------------------------------------|--|--|--|
| QI≣Menu | | example A Home | ★ Favorites ♣ Notifications |
| Ĵ Holds & To-Do's ☆ ස් | Class Schedule | Your Classes Cr Fail 2024 Class Schedule | Enrollment Dates |
| ○ 0 Holds □ 0 To-Do's | Cotober 14 = 18 | LAND 4114-001 Landscape Architecture Theory (Lecture) TuTh 2:00PM - 3:15PM | Fail 2024 Enrollment Usate: April 2, 2024 3:00PM - June 13, 2024 11:59PM |
| S Tuition & Fees ☆ | Mon Tue Wed Thu Fri 10/14 10/15 10/16 10/17 10/18 Other | LAND 3003-001 Site Planning, Materials, and Technologies (Lecture) TuTh 3:30PM - 4:45PM | Buff Info Help Arrow |
| Account Setup | 8 AM 800-830 800-850 LAND 3100 LAND 3100 9 AM 850-1200 8501200 - ENVD 360 - ENVD 360 | LAND 3100-020 Studio 2: Intermediate Landscape Architecture (<i>Lecture</i>) > MW 8:00AM - 8:50AM | Live Chat About Buff Info Help |
| R Announcements | 11 AM 12 PM | LAND 3100-021 Studio 2: Intermediate Landscape Architecture (Laboratory) > MW 8:50AM - 12:20PM | Contact Buff Info Help |
| \oplus More Items $>$ | 1 PM +NUM +NUM 2 PM 2.00-315 200-315 2 PM LANO 4114 -ENVD 120 | WRTG 3020-063 Topics in Writing: Writing on Music (<i>seminar</i>) TuTh 12:30PM - 1:45PM Grade Replacement Evaluated - eligible | Send CU a Question |



Step 3: Click View Payment Plans.

| S Tuition & Fees | example 🅁 |
|--|---|
| View Balance/Pay Bill | |
| Main Campus Baland | ce |
| Balance (i) | \$9,468.44 |
| Payment Plan (i) | No |
| Continuing Educatio | n Balance |
| Tuition and fees for Continu are charged in addition to ar main campus tuition and fee | ing Education courses nd separate from your es. |
| Balance (j | \$1,526.94 |
| Payment Plan (i) | No |
| View/Pay | Bill 🛛 |
| View Paymen | t Plans 🔊 |
| | |



Step 4: Click Payment Plan.

| Message Board | View & Pay Accounts | | | | exampl |
|---|---|---|---------------------------------------|---|------------------------|
| Authorize Payers | CU Boulder Main Campus Tuition And Fees | View Account Details 🕥 | | CU Boulder Online/Continuing Education | View Account Details 🕥 |
| User Preferences | Account Detail Current Balance: | \$9,468.44 | _ | Current Activity | |
| Transaction History | Latest Bill Bill Date: | November 12, 2024 | | Current Balance: Latest Statement | \$1,526.94 |
| Payment Plan Messages | Bill Due Date: Amount as of Bill Date: | December 05, 2024 \$9,468.44 | | No current statement available. | |
| , i i i i i i i i i i i i i i i i i i i | Pay Account A | ctivity | | Pay Account Activity | |
| | Visit Mandatory Student Fees and Other Fees Please note that payments must be received by Paying late may result in a late fee of \$5-\$50 a A \$20-\$30 fee is assessed for returned paymer Paying Late For dispute rights concerning tuition and fee ch | and Charges on the University Bill for details at y 11:59 p.m. on the bill due date. Postmarks an d finance charges of 1% on the unpaid balanc its, regardless of the amount.See Returned Pa arges, please visit Tuition Appeals. | bout St nd post- ce. ayments | tudent Fees. -dated checks are not honored, and there is no grace period. is. | |



Step 5: Choose a plan and click **Sign Up for New Payment Plan**. If you are enrolled in Continuing Education classes, sign up for the CE payment plan separately (or pay that bill in full, if you wish.) If a plan is blocked, it means that you are not enrolled in classes; or you owe less than \$250 on your tuition bill. If no plans are available, then the enrollment period for payment plans has closed.





Step 6: Amounts on the Budget Worksheet may be filled in with actual amounts from your tuition bill. If not, you can enter an estimate for planning purposes and the payment plan will be adjusted later when your actual bill is calculated. See <u>Tuition</u> and <u>Fee Rate Sheets</u> for help entering amounts. Click **Continue**.

| ou are estimating your tuition bill and need | help, please visit the appropriate campus help pag | ge: | | example |
|---|--|--------------|--------|-----------|
| CU-Boulder CU-Boulder Continuing Education CU-Denver CU-Colorado Springs | | | | |
| CU Boulder Main Campus Spri | ng 2025 | | | |
| Charges | Values | Credits | Values | |
| Tuition | 7,116.00 | Scholarships | 0.00 | |
| Mandatory Fees | 845.00 | Grants | 0.00 | |
| Optional Fees and Health Insurance | 0.00 | Loans | 0.00 | |
| On-Campus Room and Board | 9,234.00 | Payments | 0.00 | |
| CU Book Store Charges | 600.00 | Other | 0.00 | |
| Other | 0.00 | | | |
| ayment Plan Balance | | | | 17,795.00 |



Step 7: You may see more than one option here, depending on how early you sign up. Pick the option that works for you. Then choose a security question and fill in the answer. Then choose a payment method and click **Continue**.

| | nt Plan Optic | ns. | | e | xamp | le |
|--|---|--|---|--|----------------------------|------------------------|
| Options | | | | | | |
| SELECT | TOTAL BALANCE | ENROLLMENT FEE (DUE TODAY) | NUMBER OF INSTALLMENTS | FIRST INSTALLMENT MONTH | PAYMENT DATE | INSTALLMENT AMOUNT |
| 0 | \$9,468.44 | \$30.00 😢 | 4 | January | 5th | \$2,367.11 |
| 0 | \$9,468.44 | \$30.00 💡 | 3 | February | 5th | \$3,156.15 |
| e Each • Each • You • Insta | t Processing installment will be auto will be sent a reminder ullments will be automat | ant balance. Your remaining installments banatically deducted from the account you email message before your installment is ically deducted. If a payment date fails or | authorized while enrolling in this pa authorized while enrolling in this pa automatically deducted. | yment plan. | n full by the last install | ment of the term. |
| Security | Security | Question*: Select One | ~ | | | |
| (The Secur Why is this provide the | Securi ity Answer can only cor s information being co answer you enter here | ty Answer*: tain letters, numbers, spaces and comm liketed? Since this payment plan is ad to verify you are the plan's responsible p | on punctuation/symbols.) ministered by Nelnet Campus Comm arty. | nerce, when you call to inquire about | your Payment Plan yo | u may be required to |
| Paymen | t Method | | | | | |
| NOTE: Th processed. | Payme nis account will be used Changes made after th | ant Method: Select One for all payments due today as well as all be payment is processed will be effective | monthly automatic deductions. The for the next scheduled payment plan | payment profiles used can be change payment | ed up until the time the | e scheduled payment is |
| | | Previous | Cancel | | | |



Step 8: If you pay with a credit or debit card, you will be charged a nonrefundable 2.85 percent service fee for each transaction and you will see the disclosure below. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying the service fee charged by NelNet. Paying with eCheck is secure, fast and free. You can click **Previous** to change the payment method or click **Continue.**

You will see this page if you chose credit/debit card as your payment method

| Payment Plan Service Fee | example |
|---|-------------------------------------|
| Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.85% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.85% of your total payment amount. The 2.85% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back. | Delnet . Payment Services |
| Click the "Continue" button. Previous Continue | |



Step 9: If you pay with a credit or debit card, enter your credit card information and hit **Continue.**

| Required fields are marked with an * | | |
|--------------------------------------|-------------------|---------|
| Credit Card Information | | |
| | | |
| Cardholder's Name*: | Mama Buffalo | |
| Credit Card Number*: | Virtual Keypad | |
| CVV2 Code*: | 101 | |
| Expiration Date*: | 09/27 | |
| | | |
| | Continue Previous | example |



Step 10: Please note the amount you will be charged today (\$30) for the enrollment fee. Enter the payment information for method you chose and click Continue.

If you are paying with a credit/debit card:

If you are paying with eCheck:

| Provide ECheck Information | Provide Credit Card Information |
|--|---|
| Please provide your eCheck information in the fields below. Click the "Continue" button when you have completed all fields. | Please provide your Credit Card information in the fields below. Click the "Continue" button when you have completed all fields. |
| The profile you create will be used each month to auto debit the bank account you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the bank account information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Seeded Payment Profiles from the menu to modify our Payment Plan profile. | The profile you create will be used each month to auto dealt the credit cad you specify. Since this will be a recurring installment, a profile must be established to support the processing of each month payment plan installment at any time prior to the date that the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan profile. Since the scheduled dealt will be payment plan plan plan plan plan plan plan plan |
| For help, please click on the question mark next to a field. | For help, please click on the question mark next to a nero. |
| NOTE: All fields are required. | NOTE: All heids are required. Amount Due Todaw Amount observed to your Credit Card today. |
| Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days. | |
| Enrolment Fee: \$30.00 🚱 | Enrollment Fee: S30.00 🖗 |
| The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment approach will be effective for the next scheduled payment plan payment. | The following payment information will be used for all payments due today as will as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment plans can be changed up until 4.30 FM on the day the payment is achieved to be processed. Changes made after 4.30 FM will be effective for the next scheduled payment plans can be changed up until 4.30 FM on the day the payment is achieved to be processed. Changes made after 4.30 FM will be effective for the next scheduled payment plans can be changed up until 4.30 FM on the day the payment is scheduled to be processed. Changes made after 4.30 FM will be effective for the next scheduled payment plans. |
| Account Information | Credit Card Information |
| Holder's Name*. | Castholder's Name: Mama Buffalo Cast Type: MASTERCARD Credit Card Number: 5*********5454 Expandion Date: 00/2027 |
| | |
| Account Number*: | Billing Address Information |
| Contact Information Daytime Phone*: e.g. (555) 555-1212x123 DR + 31 42 123 4567 Email Address*: 2 | Address 11: 123 Buffalo Roam Road (optional) Address 2: Cdy*: Boulder For U.S. Address State*: COLORADO V |
| | Z(p*. 80303 |
| Contact Information e | |
| Daytime Phone": | Contact Information |
| e.g. (555) 555-1212/123 OK +31 42 123 4567 Email Address*: 2 | Evening Phone*: 5555551212 e.g. (555) 555-12122:123 OR +31 42 123 4567 |
| | Email Address*: mamabulf@email.com |
| Enter a profile name to save your account information for future use. | |
| Profile Information 🕖 | Enter a profile name to save your account information for future use. |
| | Profile Information 😧 |
| Profie Name: | Profile Name: Mon's cd |
| Previous Continue Cancel | Previous Continue Cancel |
| | |



Step 11: Confirm that the information is correct, note the estimated installment amount and click **Continue**.

If you are paying with eCheck:

| ease verify the information below and t | hen click the "C | ontinue" button. | | | <u> </u> | |
|---|---|---|--|--|---------------------------------|--|
| The payment profile has been add | ed successfully | | | | | |
| mount Due Today: Amount deducted f | rom your eChec | k account today. | This transaction should a | opear on your account | within 1-4 da | ys. |
| Enrollment Fee: | \$30.00 🚯 | | | | | |
| e following payment information will be anged up until the time payment is pro | used for all pay cessed. Change | yments due today es made after the | / as well as all monthly au payment is processed wil | omatic deductions. Pr be effective for the ne | ofiles used fo | r payment plans can be payment plan payment. |
| Profile Information | | | | | | |
| Profile Name: | mamabuff | | | | | |
| Account Information | | | | | | |
| Holder's Name: | Buffalo Marr | a | | | | |
| Account Type: | CHECKING | | | | | |
| Routing Number: | 307074580 | (ELEVATIONS C | REDIT UNION) | | | |
| Account Number: | ending with | 6789 | | | | |
| Contact Information | | | | | | |
| Daytime Phone: | <u>(303)555-12</u> | 12 | | | | |
| Email Address: | | | | | | |
| Remaining Payment Sched | ule Summa | ary For CU E | Boulder Main Cam | pus Spring 202 | 5 | |
| | | ESTIMATED [†] | | | | |
| PLAN | | BALANCE (ADJUSTED) | FIRST INSTALLMENT DAT | E INSTALL | MENTS | ESTIMATED [†] INSTALLMENT AMOUNT |
| CU Boulder Main Campus Spring 2025 | | \$27,300.00 | Jan 05 2025 (Sun) | | 4 | \$8,825.00 |
| Once actual charges have posted to the syment plan budget needs to be adjuste alance must be paid in full by the last in: | e student accour ed to match you stallment of the | nt, or if charges o r student account term. | r credits change on your s balance. Your remaining | tudent account, you w nstallments may be re | vill receive en abalanced as | ail notification if your remaining well. Your student account |
| OTE: We will automatically deduct each dicated and prior notification will be emi | installment from ailed to you. If a | m the account yo scheduled instal | u authorize when enrolling Iment date falls on a week | in this payment plan. end the automatic dec | Each deduct | on will occur on the day cur the next business day. |
| | | | | | | |

If you are paying with a credit/debit card:

| lease verify the information below and then click | the "Continue" button. | | exampi | E Back to But | iget Workst |
|--|--|---|---|---|------------------|
| mount Due Today: Amount charged to your Cre | dit Card today | | | | · |
| Enrollment Fee: | \$30.00 😧 | | | | |
| he following payment information will be used for | all payments due today as well as | s all monthly automatic deductions. Pro | ofiles used for payment plans can be changed | up until the time pa | ayment is |
| Profile Information | ocessed will be ellective for the fit | ext scheduled payment pair payment. | | | |
| Profile Name: | Moms cc | | | | |
| Credit Card Information | | | | | |
| Cardholder's Name: | Mama Buffalo | | | | |
| Card Type: | MASTERCARD | | | | |
| Credit Card Number: | ending with 5454 | | | | |
| Expiration Date: | 09/2027 | | | | |
| Billing Address Information | | | | | |
| Address 1: | 123 Buffalo Roam Road | | | | |
| Address 2: | | | | | |
| City: | Boulder | | | | |
| State: | CO | | | | |
| zip. | 00303 | | | | |
| Contact Information | | | | | |
| Email Address: | | | | | |
| Remaining Payment Schedule Su | mmary For CU Boulder | Main Campus Spring 2028 | 5 | | |
| PLAN | ADJUSTED BALANCE | FIRST INSTALLMENT DATE | NUMBER OF INSTALLMENTS | IN | STALLME AMOU |
| CU Boulder Main Campus Spring 2025 | \$9,468.44 | Jan 05, 2025 (Sun) | 4 | Installment Service Fee | \$2,367 \$67 |
| | | | | Payment * | \$2,434 |
| The service fee is included in the payment amou | nt. | | | | |
| Once actual charges have posted to the student ijusted to match your student account balance. \ | account, or if charges or credits ct 'our remaining installments may be | hange on your student account, you wi e rebalanced as well. Your student acc | Il receive email notification if your remaining p ount balance must be paid in full by the last in | ayment plan budge stallment of the ter | t needs to m. |
| OTE: We will automatically deduct each installm | ent from the account you authorize | when enrolling in this payment plan. | Each deduction will occur on the day indicated | and prior notificati | on will be |



Step 12: Read the Payment Plan Terms and Conditions. We recommend printing the Terms and Conditions so you can refer to them later. Check the box to accept the terms and click **Confirm** to activate the agreement.

| Message Board | oard | Payment Plan Terms And Conditions | example |
|--|-----------------------|---|--|
| Payment Profiles Authorize Payers | Payers | Prease read and agree to the terms and conductive bolow, and then click the Commit Button. | |
| User Preferences | iences | Terms And Conditions | |
| View & Pay Accounts Transaction History | Accounts n History | PAYMENT PLAN AGREEMENT TERMS AND CONDITIONS | arent or other person entering into a navment |
| Payment Plan | lan | with respect to services provided to the student. This Agreement with SUNY Delhi (Institution) amounts you owe related to attending the Institution. BY SIGNING BELOW, YOU AGREE TO |) provides the terms and conditions for payment O THESE TERMS AND CONDITIONS AND A |
| Messages | | THAT YOU HAVE READ THESE STATE-SPECIFIC DISCLOSURES AS APPLICABLE FOR | YOUR PAYMENT PLAN. |
| | | <u>PROMISE TO PAY:</u> You promise to pay the Institution the total amount owed on a payment so to you. You may make changes to classes, financial aid or other goods or services offered by to the Institution and your student account balance: however, such changes will only affect or | chedule in the Truth In Lending Disclosure pro the Institution, which will affect the amount you adjust the amount and payments you owe to |
| | | Institution under the payment plan established in this Agreement to the extent authorized and | I approved by the Institution. |
| | | | |
| | | | |
| | | | |

Itemization of the Amount Financed of <u>\$9,468.44</u> Amount to be paid on your account: \$9,468.44 Prepaid finance charge: \$30.00 example

I, guarantee that I am an authorized signer on the account provided in this Agreement. I authorize Nelnet Campus Commerce to process payment(s) from my account as indicated on this Agreement for the dollar amount above in order to meet my financial obligation to my educational Institution. I understand that I may print a copy of this authorization for my records.

Click here to accept the terms and conditions of this Payment Plan Agreement. Then click the Confirm button below to activate this Payment Plan Agreement.





Your payment plan is now active. This receipt shows the paid Enrollment Fee and your estimated installment amount. You will receive an Agreement Notification by email. The installment amount will be automatically deducted from your account or debited to your credit or debit card.

To participate next semester, you must re-enroll.

If you have questions, please call NelNet Payment Plan Customer Support at 1-888-470-6014.



* The service fee is included in the payment amount.¹ Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

