

How to rebalance a payment plan

- If the tuition bill changes, the payment plan needs to be updated to reflect those changes. This is called rebalancing the payment plan.
- The act of rebalancing the payment plan uses the actual student account balance to adjust your monthly installments either up or down into equal payments for the remainder of the payment plan period.
- Only the payment plan owner can rebalance the payment plan.

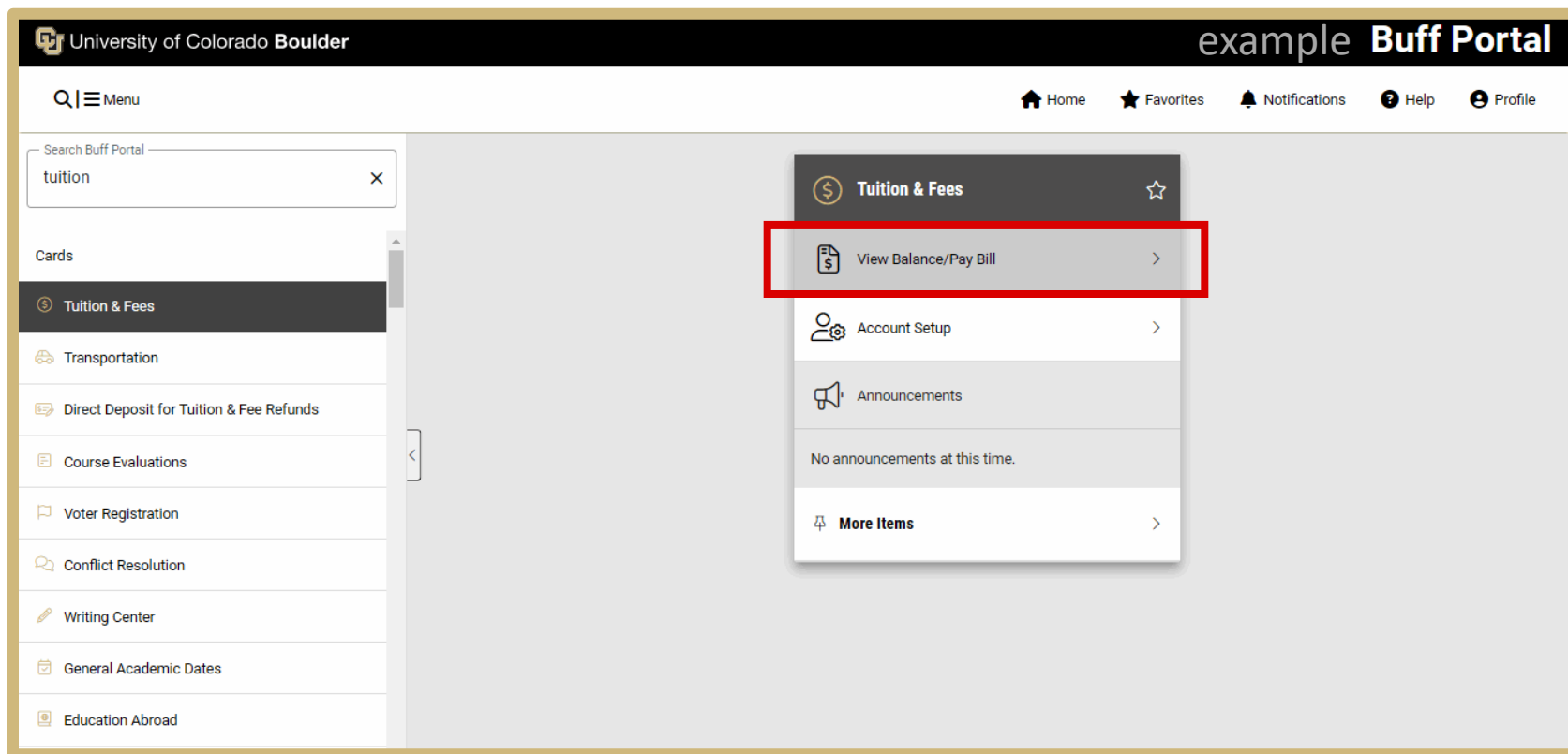


Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#), select View & Pay Accounts and go to [step 5](#) below.)

Step 2: If you don't see the Tuition & Fees card right away on the main view, go to the search field on the left and type "tuition," then click **Tuition & Fees**.

The screenshot shows the University of Colorado Boulder Buff Portal interface. At the top, the header includes the university logo, name, and "Buff Portal" title. A navigation bar contains links for Admin, Home, Favorites, Notifications, Help, and Profile. On the left, a search bar is highlighted with a red box, containing the text "tuition". Below the search bar, a list of cards is shown, with the "Tuition & Fees" card highlighted by a red box. The main content area displays several sections: "Holds & To-Do's" (0 Holds, 7 To-Do's), "Your Classes" (Spring 2025, No information available), and "Enrollment Dates" (You currently have no assigned enrollment dates for Spring 2025 classes). On the right, a "Class Schedule" section for Spring 2025 is visible, showing a calendar for January 13-17.

Step 3: Click **View Balance/Pay Bill**.



Step 4: On the View Balance/Pay Bill view, you can see your current balance. To see the bill, click **View Payment Plans**.

The screenshot displays the University of Colorado Boulder Buff Portal. The header includes the university logo, name, and the text "example Buff Portal". A navigation bar at the top right contains links for Home, Favorites, Notifications, Help, and Profile. A search bar on the left contains the text "tuition". A sidebar menu on the left lists various services, with "Tuition & Fees" highlighted. The main content area shows the "Tuition & Fees" section, which includes a "View Balance/Pay Bill" link. Below this, there are two balance sections: "Main Campus Balance" and "Continuing Education Balance". The "Main Campus Balance" shows a balance of \$9,632.44 and a payment plan of "Yes". The "Continuing Education Balance" shows a balance of \$1,526.94 and a payment plan of "No". At the bottom of the "Continuing Education Balance" section, there is a "View/Pay Bill" button and a "View Payment Plans" button, which is highlighted with a red box.

Main Campus Balance	
Balance ⓘ	\$9,632.44
Payment Plan ⓘ	Yes

Continuing Education Balance	
<i>Tuition and fees for Continuing Education courses are charged in addition to and separate from your main campus tuition and fees.</i>	
Balance ⓘ	\$1,526.94
Payment Plan ⓘ	No

[View/Pay Bill](#)

[View Payment Plans](#)

Step 5: On Payment Plans, you will see a red box under the payment plan that needs to be rebalanced. Click **Agreement Details**.

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Payment Plans

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.


Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the agreement id link for that particular plan.

Available Payment Plans

☐ CE Boulder Spring 2025 (\$30.00 Non Refundable Enrollment Fee)

Sign Up for New Payment Plan

Active Payment Plans

 **ACTION REQUIRED**
(click on agreement details link)

- An adjustment to your payment plan balance is required.

Agreement Id#:

CU Boulder Main Campus Spring 2025

Enrolled Plan:

CU Boulder Main Campus Spring 2025

Owner:

Ralphie Buffalo

Account:

PAYMENT_PLAN_CUBLD

Create Date:

12/16/2024

PLAN	REMAINING BALANCE	INSTALLMENTS LEFT	NEXT PAYMENT DATE	NEXT PAYMENT AMOUNT [†]	STATUS
CU Boulder Main Campus Spring 2025	\$9,468.44	4	01/10/2025	\$2,434.57*	ACTIVE

* The service fee is included in the payment amount.

[†] 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.

example

Step 6: Click **Adjust Balance**.

Payment Plan Details

Below are the details of the payment plan you have selected.

example [Back](#)

CU Boulder Main Campus Spring 2025

[View Terms and Conditions](#)

Owner:	Ralphie Buffalo
Agreement Id#:	000001
Authorized Access:	None Granted
Status:	ACTIVE
Created on:	Dec 16, 2024 at 4:56 PM, MST
Account:	PAYMENT_PLAN_CUBLD
Next Payment Date:	01/10/2025
Primary User Id:	000000001
Primary User Name:	Ralphie Buffalo
Service Fee:	2.85%
Payment Method:	Moms cc (MASTERCARD ending with 5454) Change Payment Method
Billing Address Information:	123 Buffalo Roam Road Boulder, CO 80303
Contact Information:	email.address@colorado.edu

Payment Plan Installments

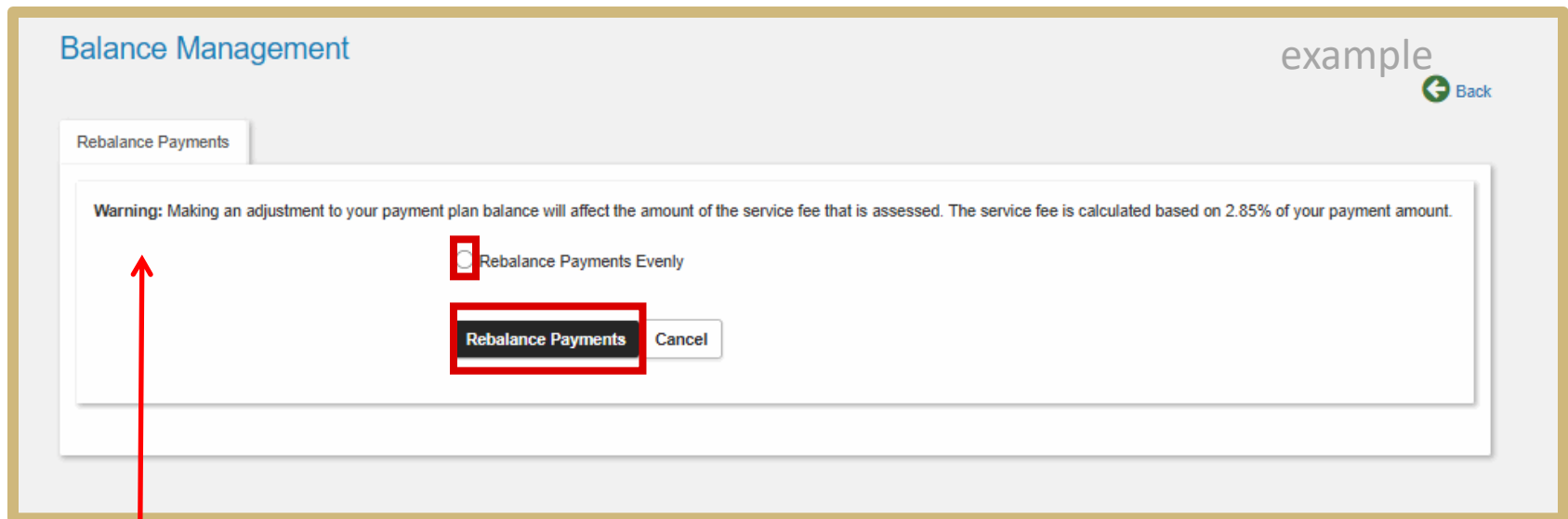
[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2025

Original Estimated Balance:	\$9,468.44	Adjust Balance
Payment(s) Processed:	-\$0.00	
Balance Adjustments:	\$0.00	
Remaining Payment Plan Balance:	\$9,468.44	
Actual Student Account Balance:	\$9,632.44	
Balance Adjustment Required:	\$164.00	

⚠️ Your payment plan needs to be rebalanced to agree with your Actual Student Account balance. Rebalancing will ensure that your account is paid in full by the end of your payment plan. Please use the Adjust Balance link to increase your plan balance. This action will cause the amounts of the remaining installments to be adjusted.

Step 7: Click next to Rebalance Payments Evenly and then click **Rebalance Payments**.




The screenshot shows a web interface titled "Balance Management" in the top left. In the top right, there is a label "example" and a green circular "Back" button with a left-pointing arrow. Below the title, there is a tab labeled "Rebalance Payments". A warning message is displayed: "Warning: Making an adjustment to your payment plan balance will affect the amount of the service fee that is assessed. The service fee is calculated based on 2.85% of your payment amount." Below the warning, there is a radio button icon next to the text "Rebalance Payments Evenly". Below this, there are two buttons: "Rebalance Payments" (highlighted with a red box) and "Cancel". A red arrow points from the "Rebalance Payments" button down to a text box at the bottom of the page.

The service fee notice only applies to credit and debit card transactions.

Step 8: Review new details of the payment plan and note the new installment amounts.

Payment Plan Details

Below are the details of the payment plan you have selected.

 The payment plan has been updated successfully!

example

Back

CU Boulder Main Campus Spring 2025

[View Terms and Conditions](#)

Owner: **Ralphie Buffalo**

Agreement ID#: **000001**

Authorized Access: **None Granted**

Status: **ACTIVE**

Created on: **Dec 16, 2024 at 4:56 PM, MST**

Account: **PAYMENT_PLAN_CUBLD**

Next Payment Date: **01/10/2025**

Primary User Id: **000000001**

Primary User Name: **Ralphie Buffalo**

Service Fee: **2.85%**

Payment Method: **Moms cc (MASTERCARD ending with 5454)**
[Change Payment Method](#)

Billing Address Information: **123 Buffalo Roam Road
Boulder, CO 80303**





Contact Information: **email.address@colorado.edu**

Payment Plan Installments

[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2025

Original Estimated Balance:	\$9,468.44
Payment(s) Processed:	-\$0.00
Balance Adjustments:	\$164.00
Remaining Payment Plan Balance:	\$9,632.44

Date	Payment Amount	Service Fee Amount	Status	Confirmation #	Original Payment
Jan 10, 2025 (Fri)	\$2,367.11	\$67.46	 RESCHEDULED	0000000002	0000000001
Feb 05, 2025 (Wed)	\$2,421.78	\$69.02	 SCHEDULED	0000000003	
Mar 05, 2025 (Wed)	\$2,421.78	\$69.02	 SCHEDULED	0000000004	
Apr 07, 2025 (Mon)	\$2,421.77	\$69.02	 SCHEDULED	0000000005	