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

• Payments must be made via automatic payment (ACH) from a regular U.S. checking or savings account or U.S. credit/debit card.

• A nonrefundable 2.75 percent service fee applies to all credit or debit* card payments (charged by NelNet Campus Commerce).

• Enrollment fee is $25 per semester (nonrefundable).

• Minimum tuition and fee balance to participate is $250.

• Your account must be in good standing to enroll (not past due).

• Study Abroad participants are not eligible.

• You must re-enroll in the plan each semester if you want to continue participating.

• Whoever signs up for the plan becomes the “plan owner” and only that person can make certain changes to the plan, including changes to the payment source in the payment profile. There can only be one plan owner and one payment source.

• Parents who are authorized payers must log in to CUBill&Pay and enroll in order to be considered the payment plan owner.

• The payment plan is a good option for students and families who can allow debits from one bank account or credit/debit card to occur on a consistent basis.

• The plan is not a good option if payments for tuition and fees will be made from multiple authorized payers because automatic deductions/debits must come from only one bank account or one credit/debit card.

* A 2.75 percent service fee is assessed for each transaction even if you use a debit card. If you are considering using a debit card, we recommend paying with eCheck from a U.S. checking or savings account in order to avoid the fee. Your U.S. bank’s routing number can be found on their website or by contacting your banking institution.
Step 1: Students log in to MyCUInfo. Authorized payers log in to CUBill&Pay, select Payment Plan and then proceed to step 3.

Student log in page:

Authorized Payer log in page:
Step 2: Some students may need to select the **Student** tab. Then select the **Billing Information** tab and click **View Payment Plans**.
Step 3: Choose a payment plan and select **Sign Up for New Payment Plan**.
Step 4: If the semester *has started*, the Budget Worksheet will be filled in and is not editable, however you can still enter estimated **Credits** (anticipated payments, financial aid, scholarships, etc.) Click **Continue**.

If the semester *has not started*, [estimate your bill](#), enter amounts, and click **Continue**.
Step 5: Select a plan, complete the security information, choose a payment method and click Continue.
Step 6: If you selected eCheck as your payment method, skip this step.
If you selected credit card and are paying with a credit or debit card as your payment method, you will be charged a nonrefundable 2.75 percent service fee for each payment. Paying with eCheck (a money transfer from a U.S. banking institution) is free. Click **Continue**.

*Credit and debit cards only*

**Payment Plan Service Fee**

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 2.75% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.75% of your total payment amount. The 2.75% 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.

BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE.

Click the "Continue" button.
Step 7: Note the amount you will be charged today for the enrollment fee. Complete the payment information for your chosen payment method and select **Continue**.

**ECheck payment**

Provide ECheck Information

- Holder’s Name:
- Account Type: 
- Routing Number:
- Account Number:

**Credit/debit card payment**

Provide Credit Card Information

- Cardholder’s Name:
- Card Type: 
- Credit Card Number:
- Expiration Date:

**Profile Information**

- Profile Name:
Step 8: Verify that the information is correct for your chosen payment method and click **Continue**.

**ECheck payment**

**Credit/debit card payment**
Step 9: 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.

**Payment Plan Terms And Conditions**

Please read and agree to the terms and conditions below, and then click the "Confirm" button.

**Terms And Conditions**

**PAYMENT PLAN AGREEMENT**

Please review the terms and conditions below and scroll to the bottom to accept.

**AUTHORIZATION:** Nelnet Campus Commerce, Inc (Nelnet) has contracted with University of Colorado System to act as its agent for the collection of tuition and/or fees. As the Agreement Plan Owner who has submitted this agreement, you accept and agree to be bound by the agreement terms and conditions until the total amount owed is paid in full. Additionally, you authorize Nelnet to process payments and fees from the account provided or any subsequent account provided. Your authorization will terminate when the total balance due has been paid (including fees, unless waived).

**DOWN PAYMENTS:** If University of Colorado System elects to offer a down payment option and you elect to make a down payment, the down payment will be processed by Nelnet immediately according to the payment method you have selected. Should your down payment fail, the agreement will be terminated and you will be notified that additional details are available online.

**ENROLLMENT FEE:** The nonrefundable enrollment fee will be deducted from the account provided immediately. Should your enrollment fee fail, Nelnet will notify you that your agreement has been terminated and additional details are available online. The nonrefundable enrollment fee is based upon the number of payments selected for each Nelnet agreement period. A portion of the nonrefundable enrollment fee may be remitted to your institution. Fees are subject to change in future academic terms.

**RETURNED PAYMENT FEE:** If a payment is returned, you will be notified and a Returned Payment Fee will be
Step 10: Your payment plan is now activated. This is your receipt for the Enrollment Fee. 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 contact the Bursar’s Office at bursar@colorado.edu or 303-492-5381.

This process is complete.