

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 4](#) below.)

example

Log in to **Buff Portal**

CU Login Name

Identikey Password

Check this box to view your [Digital ID Card](#) and reset release approvals before logging into the service. [Learn More...](#)

Trouble signing in? [We can help.](#)

To ensure you end your session with Federated Identity Service, you will need to quit your web browser when you are finished. Leaving your browser open may make you more vulnerable to another user gaining access through your account.

Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

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

The screenshot shows the Buff Portal interface for the University of Colorado Boulder. The page is titled "Buff Portal" and includes a navigation menu on the left. The "TUITION & FEES" section is highlighted with a red box and contains the following items:

- Balance Summary** (highlighted with a red box)
- Account Setup
- Announcements
- Spring 2020 payment plans are available now.
- Spring 2020 bills will be online by January 9.
- Payment for tuition & fees is due February 5.
- 1098T Forms will be available by January 31. Set up CU Guest Access now for family members or others to view/print the 1098T form for their taxes.

Other sections visible on the page include:

- HOLDS AND TO-DOS**: You have 1 hold(s) and 6 to-do(s).
- CLASS SCHEDULE**: Fall 2019, with a "WAITLISTED" toggle.
- Academic Calendar**: A section providing information about the academic calendar and contact details for the Registrar's Office.

Step 3: On the Balance Summary view, you can see your current balance. To see the bill, click **View Payment Plans**.

The screenshot shows a mobile application interface for 'TUITION & FEES' with a user example. The 'Balance Summary' section is highlighted with a red border. It displays the following information:

Tuition & Fees	
Main Campus Balance ⓘ	\$2,196.42
Main Campus payment plan?	Yes
Continuing Ed Balance	\$640.50
Continuing Ed payment plan?	No

Below the table are two buttons: 'VIEW/PAY BILL' and 'VIEW PAYMENT PLANS'. The 'VIEW PAYMENT PLANS' button is also highlighted with a red border. Below this section is the 'Financial Aid' section, which contains text about FAFSA completion and a 'VIEW FINANCIAL AID' button.

Step 4: On View & Pay Accounts, you will see a yellow box under the payment plan that needs to be rebalanced. Click **Adjust Balance**.

The screenshot displays the 'View & Pay Accounts' interface. It is divided into two main columns. The left column is for 'CU Boulder Tuition And Fees' and the right column is for 'CU Boulder Continuing Education Tuition And Fees'. Both columns show account details, current activity, and payment plans. A yellow box highlights an 'Action Required' message for the 'CU Boulder Main Campus Spring 2020' payment plan, with the 'Adjust Balance' button below it.

Account Name	Current Balance	Latest Bill Date	Bill Due Date	Bill Amount Due
CU Boulder Tuition And Fees	\$5,383.04	January 09, 2020	February 05, 2020	\$8,038.22
CU Boulder Continuing Education Tuition And Fees	\$0.00	-	-	-

Payment Plan Name	Next Payment Amount	Next Payment Date	Installments Left	Remaining Balance
CU Boulder Main Campus Spring 2020	\$7,012.69	February 05, 2020	3	\$20,475.00

Step 5: Click **Balance Management**.

Payment Plan Details

example

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

[← Back](#)

CU Boulder Main Campus Spring 2020

[Terms and Conditions](#)

Owner:

Agreement Id#:

Authorized Access: [Manage Authorized Payer Access](#)

Status: **ACTIVE**

Created on: Dec 20, 2019 at 10:44 AM, MST

Account: **PAYMENT_PLAN_CUBLD**

Next Payment Date: 02/05/2020

Primary User Id:

Primary User Name:

Service Fee: 2.75%

Payment Method: mamabuff (MASTERCARD ending with 5454) [Change Payment Method](#)

Contact Information: (303)555-1212(Evening Phone)

Payment Plan Installments

[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2020

Original Estimated Balance:	\$27,300.00	Balance Management
Payment(s) Processed:	-\$6,820.00	
Balance Adjustments:	\$0.00	
Remaining Payment Plan Balance:	\$20,475.00	
Actual Student Account Balance:	\$5,383.04	
Balance Adjustment Required:	-\$15,091.96	

⚠ 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 Balance Management link to decrease your plan balance. This action will cause the amounts of the remaining installments to be adjusted.

Step 6: Click next to Rebalance Payments Evenly and then click **Rebalance Payments**.

Balance Management example

[← Back](#)

Rebalance Payments

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 2.75% of your payment amount.

Rebalance Payments Evenly

[Rebalance Payments](#) [Cancel](#)

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

Step 7: 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.

example
[← Back](#)

CU Boulder Main Campus Spring 2020

[Terms and Conditions](#)

Owner:

Agreement Id#:

Authorized Access: [Manage Authorized Payer Access](#)

Status: ACTIVE

Created on: Dec 20, 2019 at 10:44 AM, MST

Account: PAYMENT_PLAN_CUBLD

Next Payment Date: 02/05/2020

Primary User Id:

Primary User Name:

Service Fee: 2.75%

Payment Method: mamabuff (MASTERCARD ending with 5454) [Change Payment Method](#)

Contact Information: (303)555-1212(Evening Phone)

Payment Plan Installments

[View Budget Worksheet](#)

CU Boulder Main Campus Spring 2020

Original Estimated Balance:	\$27,300.00
Payment(s) Processed:	-\$6,825.00
Balance Adjustments:	-\$15,091.96
Remaining Payment Plan Balance:	\$5,383.04

Date	Amount	Status	Confirmation #
Jan 06, 2020 (Mon)	\$6,825.00	✔ PROCESSED	
Feb 05, 2020 (Wed)	\$1,843.69*	🕒 SCHEDULED	
Mar 05, 2020 (Thu)	\$1,843.69*	🕒 SCHEDULED	