

# Dear Student:

The following is the agreement between us (University of Northern Colorado) and you covering your student account with us. You, by or allowing charges to be applied to your student account, will be bound by this agreement.

**1. Use of Account** – You authorize us to add to your account all tuition and fees, as approved by the Board of Trustees, incurred by you as a result of attending the University of Northern Colorado and any other charges or fees as approved by Financial Services.

**2. Promise to Pay** – By applying for admission, registering for classes or allowing charges to be added to your account, you represent to us that you have the intention and ability to pay and you promise to pay for all charges placed on your account as well as any service charges or collection costs, if any, that may be due.

**3. Billing Statements** – The University of Northern Colorado uses a secure electronic billing (e-billing) system. The student will receive notification of an available electronic bill (e-bill) via an e-mail sent to his or her university-assigned e-mail (BearMail) address. E-bill notifications will be sent only to the student unless the student has added an authorized payer to their student account and the authorized payer has submitted a valid e-mail address for receipt of e-bill notifications. Payment is due on or before the **Payment Due Date** shown on the electronic bill. Failure by a student or an authorized payer to check e-bill availability will not constitute valid grounds for waiving late payment penalties or registration, grade, diploma or transcript holds.

**4. Minimum Payments** – Billed charges are due in full by the tenth day of class each semester. Accounts not paid in full by the tenth class day will be assessed a monthly service charge. You will not be allowed to register for the following semester until your account is paid in full.

**5. Types of Payments** – We are able to accept payment on your account by cash, check, money order, VISA, MASTERCARD, DISCOVER, direct payment

through financial aid and through the Credit Available for Student Employees at UNC (CASE-UNC). To learn more about the CASE-UNC plan please contact the office of student employment in Carter Hall.

Payments are accepted in person or by mail at our cashier's office in Carter Hall. Credit card payments are accepted in person, by telephone, or by mail at the Cashier's Office. Credit card and check (ACH) payments are also accepted on [ursa.at.ursa.unco.edu](http://ursa.at.ursa.unco.edu)

**6. Service Charge** – A service charge of 1.5% of the unpaid balance will be added to your account if payment is not received in our Cashier's office by the due date. Service charges are figured on your account by applying the service charge rate to the previous balance owed at the billing date minus any credits made to your account during the previous billing cycle. The annual percentage rate (APR) that corresponds to this service charge is 18%.

## **7. Other Fees -**

• **Internal Collection Cost** – Internal Collection costs equal to 20% of the unpaid balance will be added to your account when the oldest charge has been on the account for 210 days and no payment arrangements have been made.

• **Collection Agency Costs** – Collection Agency Costs will be assessed on the unpaid balance of your account, including Internal Collection Costs, after internal collection efforts have failed to induce you to pay your account or enter into a payment agreement. Your account will be sent to an outside collection agency and reported to one or more credit bureau reporting service(s).

• **Short Check Fee** – A short check Fee of \$20.00 will be added to your account if the bank returns the check you gave us. The Short Check Fee applies to all checks presented to the University. If the bank returns your check a second time, the amount of the check will be charged to your account. The University of Northern Colorado reserves the right to pursue all legal remedies available to collect on a short check.

**8. Payments** – Payments and credits posted after the due date or totaling less than the entire balance owing will reduce the balance owing as of the date posted but will not avoid a service charge. All payments received will be applied to the billed unpaid balance. Payments made to your account through the Office of Financial Aid will be applied as mandated by the State, the

Federal government or the organization providing the funds. Any excess amount paid to your account through the Office of Financial Aid will be automatically refunded to you, without a request on your part. If you have direct deposit set up, your refund will automatically go to your checking account. You may set up direct deposit at the Card Office, located in the University Center 970-351-2821. If you do not have a direct deposit set up a check will be cut and available for pick up at the Cashier's window, 1<sup>st</sup> floor, Carter Hall. You may contact the Cashier's Office at 970-351-2201.

**9. Credit Reports** – We may release information to credit reporting agencies about our experience with your account. We may obtain a credit report on you at any time in the future to review your account.

**10. Entire Balance Due** – If you fail to make a required payment when due or break any other promise under this agreement, or a separate payment agreement, we can declare the entire balance of your account due and payable at once without notice or demand.

**11. Cancellation of Classes** – The University of Northern Colorado reserves the right to cancel your classes for the non-performance of terms agreed upon in a payment agreement.

**12. Collection Cost** – To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.

**13. Hold on University Services** – The University of Northern Colorado will not register a student, release a diploma, provide a transcript, or supply employment opportunity assistance and other University services to any student or former student who has an outstanding financial obligation to the University other than a loan that is not yet due or on which payments are up to date.

**14. Change of Terms** - We can change the terms of this agreement at any time provided we notify you prior to the effective date of the change. If the change will increase the service charge or other fees, you will be notified prior to the effective date and the change may become effective as of the first day of your billing period during which the effective date occurs. Changes, which we make, can apply to all outstanding unpaid indebtedness and to any future transactions on your account.

**15. Disclaimer of Liability** – We offer your account in our own interests and disclaim any duty or responsibility other than those expressly set forth in this agreement.

**16. Assignment** – We can assign your account and any of our rights under this agreement without your consent or notice to you.

**17. Law That Applies** – This Agreement will be governed by federal law and the law of Colorado. If any part of this agreement is unenforceable this will not make any other part unenforceable.

**18. Notices** – All notices required to be given by us in connection with your account shall be deemed to have been delivered on the day when they are deposited in the United States mail, properly addressed and with postage prepaid.

**19. Billing Rights Summary** – In case of errors or questions about your bill; if you think your bill is wrong, or if you need more information about a transaction on your bill, write to us immediately at the address shown on your bill, or call the Accounts Receivable Office at (970) 351-2201.

970-351-2201

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[www.unco.edu/acctservices/bursar](http://www.unco.edu/acctservices/bursar)

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[bursar@acct.unco.edu](mailto:bursar@acct.unco.edu)

UNIVERSITY *of*  
NORTHERN COLORADO



Student  
Account  
Agreement