

RESPONSIBILITY OF THE STUDENT FOR PAYMENT OF CHARGES: Any changes and/or additions that occur after the first billing date of the semester will appear on the next regular billing. You are responsible for the original bill on the billing due date.

Dining Charges	Food Services	(970) 351-2652
Library Fines	Michener Library	(970) 351-2671
Financial Aid	Office of Financial Aid	(970) 351-2502
Parking Fines	Parking Services	(970) 351-1971
Health Insurance	Student Health Service	(970) 351-1915
Address Maintenance	Registrar's Office	(970) 351-2231
Service Charge/Statements/Address Maintenance	Accounts Receivable	(970) 351-2201
Credit Card Payments (Visa, MasterCard and Novus/Discover Card)	Accounts Receivable	(970) 351-2201 or Ursa

When remitting payments by mail, be sure to include the bottom portion of your Statement of Account. Include the Bear Number and student name of the account you are paying on your check. It is also the student's responsibility to read all published information concerning the payment of a bill. Information is published in the Schedule of Classes and the University Catalog.

STUDENT HEALTH INSURANCE: Non-payment of the insurance DOES NOT waive the student health insurance. If you are enrolled for 9 hours or more a waiver form must be submitted by you before the published deadline, or you will be charged for health insurance.

UNIVERSITY APARTMENT RENT: Rent payments are due on the first day of the month, no later than the tenth day of the month. Please refer to your lease for additional conditions, or call (970) 351-2721.

FINANCIAL AID: Financial Aid that is not deposited to the student's bank account may be picked up at the Accounts Receivable/Cashier's window in Carter Hall. If you wish to cancel all or part of your Stafford Loan or Perkins Loan, you must notify the Office of Financial Aid in writing no later than 14 calendar days from the date of this billing or the first day of classes, whichever is later.

SANCTIONS AGAINST DELINQUENT ACCOUNTS:

- All Student accounts must be cleared of prior term balances before they will be permitted to register for the next semester. In addition a hold will be placed on other University services, such as transcripts and/or diplomas.
- A 1.5 % per month service charge will be assessed on any unpaid bill charges.
- Delinquent accounts are subject to collection fees resulting from the use of collection agencies.

RETURNED CHECK POLICY: Personal checks that are accepted by any unit of the University and are returned by the bank, are subject to a \$20.00 returned check fee on the Statement of Account.

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 us immediately at the address shown on your bill, or call the Accounts Receivable Office at (970) 351-2201.

ADDRESS MAINTENANCE: It is your RESPONSIBILITY to make sure that the university has your correct address. Your address will be used for tax information mailings, refund checks and various other University mailings. You can update your address online on Ursa under the Financial Tab, Personal Information section.

Return bottom portion with payment in full. If full amount is not paid, a 1.5% service charge will be assessed on unpaid billed charges.

Make checks payable to UNC – DO NOT SEND CASH – Include Bear number on check.

Mail this portion with payment to:
Cashier, UNC, Greeley, CO 80639

Bear Number: _____
Name: _____
Amount Enclosed: _____

To Pay with MasterCard, Discover or Visa
Card #: _____
Exp. Date: _____
Amt to Charge: _____
Signature: _____