

**Payment Due Date:** Payment of your original bill is due on the billing due date. Any charges that occur after the first billing date of the semester will appear on the next regular billing. For specific due dates, please see the Bursar's calendar at [www.unco.edu/bursar](http://www.unco.edu/bursar).

The easiest way to pay your bill is through the URSA Financial Tab. A 2.85% convenience fee will be added for credit card payments with a minimum fee of \$3.00.

When mailing in a check, please indicate the Bear number and student name of the account you are paying. Mail your check to: Cashier, Campus Box 14, Greeley, CO 80639.

**Delinquent Accounts:** If your account become delinquent, a 1.5% per month service charge will be assessed. Delinquent accounts are subject to collection fees resulting from internal collections and/or the use of collection agencies. Your student account must be cleared of prior term balances before you 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.

**Returned Check Policy:** 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.

**Address Maintenance:** It is your responsibility to make sure that the University has your correct address. Your address will be used for refund checks and various other University mailings. You may update your address through the Student tab in URSA.

**Student Health Insurance:** If you are an undergraduate student taking 9 or more credit hours or a degree-seeking graduate student taking 6 or more credit hours, you are required to have full coverage health insurance. You will automatically be charged for the UNC Student Health Insurance Plan and the cost will be added to you UNC student bill.

**Financial Aid:** Financial Aid that is not deposited into the student's bank account may be picked up at the Cashier's window in the Campus Commons. If you wish to cancel all or part of your federal Stafford or Parent Plus Loan, you must notify the Office of Financial Aid in writing or by email from your Bear mail account no later than 14 calendar days from the date of this billing or the first day of classes, whichever is later.

**Billing Questions:** If you have questions about your bill or feel there is an error in billing, please contact the appropriate department.

Charge	Email	Phone
Dining	<a href="mailto:diningservices@unco.edu">diningservices@unco.edu</a>	(970) 351-2652
Housing	<a href="mailto:housing@unco.edu">housing@unco.edu</a>	(970) 351-2721
Library Fines	<a href="mailto:libraries@unco.edu">libraries@unco.edu</a>	(970) 351-2671
Parking fines	<a href="mailto:parkingservices@unco.edu">parkingservices@unco.edu</a>	(970) 351-1971
Financial Aid	<a href="mailto:ofa@unco.edu">ofa@unco.edu</a>	(970) 351-4862 Option 1
Health Insurance	<a href="mailto:health.insurance@unco.edu">health.insurance@unco.edu</a>	(970) 351-1915
Address Update	<a href="mailto:registrar@unco.edu">registrar@unco.edu</a>	(970) 351-4862 Option 2
Service Charges/Statements	<a href="mailto:bursar@unco.edu">bursar@unco.edu</a>	(970) 351-4862 Option 3
Campus Recreation/Outdoor Pursuits	<a href="mailto:campus.recreation@unco.edu">campus.recreation@unco.edu</a>	(970) 351-2020