

**Payment Due Date:** Payment of your original bill is due on the billing due date. Any changes and/or additions 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 URSA, Financial Tab. Credit/debit card/ACH payments may also be taken over the phone. Please call (970) 351-2201.

When remitting payments by mail, please be sure to include the bottom portion of this form. Please indicate on the bottom of your check, the Bear number and student name of the account you are paying.

**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.

**Arlington Park Rent:** Rent payments are due on the first day of the month, no later than the 10<sup>th</sup> 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 into the student's bank account may be picked up at the 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.

**Delinquent Accounts:** If your account becomes 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 accounts 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:** 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.

**Address Maintenance:** Is it 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 may update your address through the Student tab in URSA.

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

Charges:	Email:	Phone:
Dining	diningservices@unco.edu	(970) 351-2652
Housing	housing@unco.edu	(970) 351-2721
Library fines	libraries@unco.edu	(970) 351-2671
Parking fines	parkingservices@unco.edu	(970) 351-1971
Financial Aid	ofa@unco.edu	(970) 351-2502
Health Insurance		(970) 351-1915
Address Update	registrar@unco.edu	(970) 351-2231
Service Charges/Statements Credit/Debit card payments (Visa, MasterCard, Novus/Discover Card)	bursar@unco.edu	(970) 351-2201

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

Mail this portion with payment to: Cashier, Campus Box 14, UNC, Greeley, CO 80639

To pay by check:
Bear Number:
Name:
Amount Enclosed:

To pay with Visa, MasterCard, or Discover:
Card number:
Expiration Date:
Amount to Charge:
Signature: