

How to enroll in a payment plan for the tuition and fee bill

For complete information about monthly payment plans, see [Payment Plans](#).



Step 1: Students log in to [Buff Portal](http://buffportal.colorado.edu) (buffportal.colorado.edu.) (Authorized payers log in to [CUBill&Pay](#), select **Payment Plan** and go to [step 4](#).)

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.

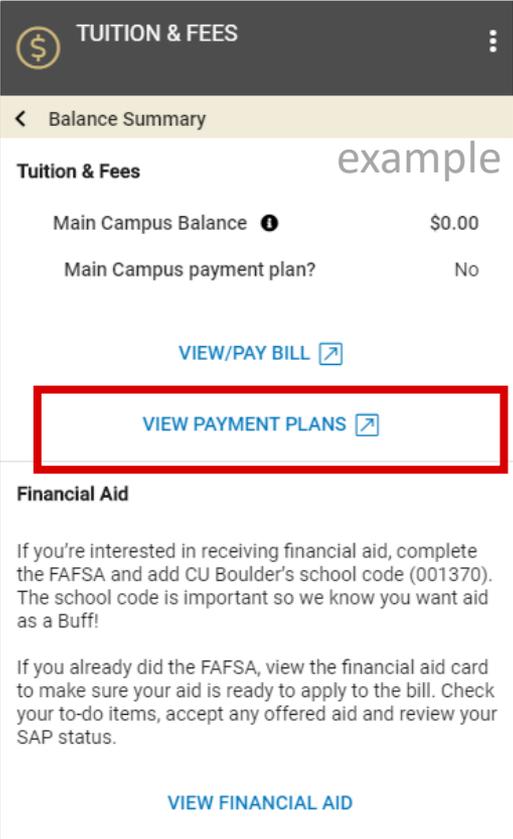
Note: Due to the nature of this authentication page loading dynamically per service, **DO NOT** bookmark the URL in your browser's address bar. Instead, bookmark the service URL (e.g. <https://voicethread.colorado.edu> or <https://qualtrics.colorado.edu>).

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. At the top, the University of Colorado Boulder logo and the text "example" are visible. Below the header, the "Buff Portal" title is displayed. The main content area is divided into several sections:

- HOLDS AND TO-DOS:** Shows "You have 1 hold(s)" and "You have 6 to-do(s)".
- CLASS SCHEDULE:** Displays a grid for Fall 2019 with columns for Thu 12-19, Fri 12-20, Sat 12-21, Sun 12-22, and Mon 12-23. A "WAITLISTED" toggle is present.
- Academic Calendar:** Contains text about the academic calendar and links for "View academic calendar", "303-492-6970", "registrar@colorado.edu", and "Contact the Office of the Registrar".
- TUITION & FEES:** This section is highlighted with a red box and contains:
 - Balance Summary:** A card with a right-pointing arrow.
 - Account Setup:** A card with a right-pointing arrow.
 - Announcements:** A section with three items:
 - "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."

Step 3: Click **View Payment Plans**.



Step 4: Choose a plan and click **Sign Up for New Payment Plan**. If you are enrolled in Continuing Education classes, sign up for the CE payment plan separately (or pay that bill in full, if you wish.) If a plan is blocked like the example below, it means that you are not enrolled in classes; or you owe less than \$250 on your tuition bill. If no plans are available, then the enrollment period for payment plans has closed.

Payment Plans example

Nelnet Campus Commerce may be able to provide you with the opportunity to budget your payments over time.

Advantages

- Low, one-time enrollment fee for each Payment Plan
- Budget payments into smaller, monthly installments
- Automatically deduct your payment from the account you designate during the enrollment process.

Available Payment Plans
To enroll in a new payment plan, select a Payment Plan from the options below and click the "Sign Up for New Payment Plan" button.

Active Payment Plans
To view the detail of an active plan and to change the payment method for your plan, click the agreement id link for that particular plan.

Blocked Payment Plans

CE Boulder Spring 2020
The CE Payment Plan is unavailable to you at this time.

Available Payment Plans

CU Boulder Main Campus Spring 2020 (\$25.00 Non Refundable Enrollment Fee)

[Sign Up for New Payment Plan](#)

Step 5: Amounts on this page may be filled in with actual amounts from your tuition bill. If not, you can enter an estimate for planning purposes and the payment plan will be adjusted later when your actual bill is calculated. See [Tuition and Fee Rate Sheets](#) for help entering amounts. Click **Continue**.

Budget Worksheet
example

If you are estimating your tuition bill and need help, please visit the appropriate campus help page:

- [CU Boulder](#)
- [CU Boulder Continuing Education](#)
- [CU Boulder Graduate Appointment](#)
- [CU Colorado Springs](#)
- [CU Denver](#)

CU Boulder Main Campus Spring 2020

Charges	Values	Credits	Values
Tuition	<input type="text" value="7000.00"/>	Scholarships	<input type="text" value="500.00"/>
Mandatory Fees	<input type="text" value="900.00"/>	Grants	<input type="text" value="0.00"/>
Optional Fees and Health Insurance	<input type="text" value="1900.00"/>	Loans	<input type="text" value="0.00"/>
On-Campus Room and Board	<input type="text" value="7400.00"/>	Payments	<input type="text" value="0.00"/>
CU Book Store Charges	<input type="text" value="600.00"/>	Other	<input type="text" value="0.00"/>
Other	<input type="text" value="0.00"/>		
Payment Plan Balance			17300.00

Back Continue Cancel

Step 6: You may see more than one option here, depending on how early you sign up. Pick the option that works for you. Then choose a security question and fill in the answer. Then choose a payment method and click **Continue**.

Payment Plan Options
example

Please select a payment plan option.

Options

TERM	ESTIMATED [†] BALANCE	INSTALLMENTS	ESTIMATED [†] INSTALLMENT AMOUNT
<input checked="" type="radio"/> 4 Monthly Installments starting January 2020 (Enrollment Fee: \$25)			
CU Boulder Main Campus Spring 2020	\$27,300.00	4	\$6,825.00
<input type="radio"/> 3 Monthly Installments starting February 2020 (Enrollment Fee: \$25)			
CU Boulder Main Campus Spring 2020	\$27,300.00	3	\$9,100.00

† Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

Schedule Preferences

- Each installment will be automatically deducted from the account you authorized while enrolling in this payment plan.
- You will be sent a reminder email message 5 day(s) before your installment is automatically deducted.
- Installments will be automatically deducted on the 5th day of each month. If a payment date falls on a weekend, the payment will be scheduled for processing the next business day.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Security

Security Question:

Security Answer:

(The Security Answer can only contain letters, numbers, spaces and common punctuation/symbols.)
Why is this information being collected? Since this payment plan is administered by Nelnet Campus Commerce, when you call to inquire about your Payment Plan you may be required to provide the answer you enter here to verify you are the plan's responsible party.

Payment Method

Payment Method:

NOTE: This account will be used for all payments due today as well as all monthly automatic deductions.

Previous
Continue
Cancel

Card transactions for University of Colorado System are processed by Nelnet Campus Commerce, USA.

Step 7: If you pay with a credit or debit card, **you will be charged a nonrefundable 2.85 percent service fee** for each transaction and you will see the disclosure below. We encourage you to pay from a checking or savings account (eCheck) in order to save money and avoid paying the service fee charged by NelNet. Paying with eCheck is secure, fast and free. You can click **Previous** to change the payment method or click **Continue**.

You will see this page if you chose credit/debit card as your payment method

The screenshot shows a web interface with a sidebar on the left containing the following menu items: Message Board, Payment Profiles, Authorize Payers, User Preferences, View & Pay Accounts, Transaction History, **Payment Plan** (highlighted), and Messages. The main content area is titled "Payment Plan Service Fee" and includes the "example" label in the top right corner. The disclosure text reads: "Credit and debit card payments are processed by Nelnet Campus Commerce through PaymentSpring. Nelnet Campus Commerce provides third-party transaction processing services, operating under an agreement with your institution to process credit and debit card payments on your behalf. You will be charged a 2.85% Service Fee* for processing your payment. This means that the Service Fee amount is calculated based on 2.85% of your total payment amount. The 2.85% Service Fee is added to your payment and will appear as a separate item on your credit or debit card statement. The Service Fee is not a fee assessed by your institution. The Service Fee is not refundable, even if the payment to which it relates is cancelled, refunded, credited or charged back." The PaymentSpring logo is visible on the right. Below the disclosure, it states "BY USING THIS SERVICE YOU AGREE TO PAY THE SERVICE FEE." At the bottom of the main content area, there is a prompt "Click the 'Continue' button." and two buttons: "Previous" and "Continue".

Step 8: Please note the amount you will be charged today (\$25) for the enrollment fee. Enter the payment information for method you chose and click **Continue**.

If you are paying with eCheck:

Provide ECheck Information example

Please provide your eCheck information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the bank account you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the bank account information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Enrollment Fee:	\$25.00 ⓘ
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The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Account Information

Holder's Name*:

Account Type*:

Routing Number*: ⓘ

Account Number*: ⓘ

Contact Information

Daytime Phone*:
e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address*:

Enter a profile name to save your account information for future use.

Profile Information ⓘ

Profile Name:

[Previous](#) [Continue](#) [Cancel](#)

If you are paying with a credit/debit card:

Provide Credit Card Information example

Please provide your Credit Card information in the fields below. Click the "Continue" button when you have completed all fields.

The profile you create will be used each month to auto debit the credit card you specify. Since this will be a recurring installment, a profile must be established to support the processing of each monthly payment plan installment. You can change the credit card information for the monthly payment plan installments at any time prior to the date that the scheduled debit will occur each month. Select Payment Profiles from the menu to modify your Payment Plan profile.

For help, please click on the question mark next to a field.

NOTE: All fields are required.

Amount Due Today: Amount charged to your Credit Card today

Enrollment Fee:	\$25.00 ⓘ
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The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment. Profiles that are used for payment plans can be changed up until 4:30 PM on the day the payment is scheduled to be processed. Changes made after 4:30 PM will be effective for the next scheduled payment plan payment.

Credit Card Information

Cardholder's Name*:

Card Type*:

Credit Card Number*: [Virtual Keypad](#)

Expiration Date*:

Contact Information

Evening Phone*:
e.g. (555) 555-1212x123 OR +31 42 123 4567

Email Address*:

Enter a profile name to save your account information for future use.

Profile Information ⓘ

Profile Name:

[Previous](#) [Continue](#) [Cancel](#)

Step 9: Confirm that the information is correct, note the estimated installment amount and click **Continue**.

If you are paying with eCheck:

example

Is This Payment Plan Information Correct?

Please verify the information below and then click the "Continue" button.

✔ The payment profile has been added successfully!

Amount Due Today: Amount deducted from your eCheck account today. This transaction should appear on your account within 1-4 days.

Enrollment Fee: \$25.00 ⓘ

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Profile Information

Profile Name: mamabuff

Account Information

Holder's Name: Buffalo Mama
 Account Type: CHECKING
 Routing Number: 307074580 (ELEVATIONS CREDIT UNION)
 Account Number: ending with 6789

Contact Information

Daytime Phone: [303.655-1212](tel:3036551212)
 Email Address:

Remaining Payment Schedule Summary For CU Boulder Main Campus Spring 2020

PLAN	ESTIMATED* BALANCE (ADJUSTED)	FIRST INSTALLMENT DATE	INSTALLMENTS	ESTIMATED* INSTALLMENT AMOUNT
CU Boulder Main Campus Spring 2020	\$27,300.00	Jan 05, 2020 (Sun)	4	\$6,825.00

* Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Previous Continue Cancel

If you are paying with a credit/debit card:

example

Is This Payment Plan Information Correct?

Please verify the information below and then click the "Continue" button.

Amount Due Today: Amount charged to your Credit Card today

Enrollment Fee: \$25.00 ⓘ

The following payment information will be used for all payments due today as well as all monthly automatic deductions. Profiles used for payment plans can be changed up until the time payment is processed. Changes made after the payment is processed will be effective for the next scheduled payment plan payment.

Profile Information

Profile Name: mamabuff

Credit Card Information

Cardholder's Name: Buffalo Mama
 Card Type: MASTERCARD
 Credit Card Number: ending with 5454
 Expiration Date: 03/2021

Contact Information

Evening Phone: [303.655-1212](tel:3036551212)
 Email Address:

Remaining Payment Schedule Summary For CU Boulder Main Campus Spring 2020

PLAN	ESTIMATED* BALANCE (ADJUSTED)	FIRST INSTALLMENT DATE	INSTALLMENTS	ESTIMATED* INSTALLMENT AMOUNT
CU Boulder Main Campus Spring 2020	\$27,300.00	Jan 05, 2020 (Sun)	4	\$6,825.00
			4	\$6,825.00
			4	\$187.68
			4	\$7,012.68

* The service fee is included in the payment amount.

* Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.

NOTE: We will automatically deduct each installment from the account you authorize when enrolling in this payment plan. Each deduction will occur on the day indicated and prior notification will be emailed to you. If a scheduled installment date falls on a weekend the automatic deduction will occur the next business day.

Previous Continue Cancel

Step 10: Read the Payment Plan Terms and Conditions. We recommend printing the Terms and Conditions so you can refer to them later. Check the box to accept the terms and click **Confirm** to activate the agreement.

Message Board

Payment Profiles

Authorize Payers

User Preferences

View & Pay Accounts

Transaction History

Payment Plan

Messages

Payment Plan Terms And Conditions

example

Please read and agree to the terms and conditions below, and then click the "Confirm" button.

Terms And Conditions

PAYMENT PLAN AGREEMENT

Please review the terms and conditions below and scroll to the bottom to accept.

AUTHORIZATION: Nelnet Campus Commerce, Inc (Nelnet) has contracted with University of Colorado System to act as its agent for the collection of tuition and/or fees. As the Agreement Plan Owner who has submitted this agreement, you accept and agree to be bound by the agreement terms and conditions until the total

SPECIAL NOTICE REGARDING FINANCIAL AID: Please do not assume your balance will automatically be adjusted if you receive financial aid or a class is added or dropped. You should review your agreement balance online through the authorized payer and/or the student portal on a regular basis.

I, _____ guarantee that I am an authorized signer on the account provided in this Agreement. I authorize Nelnet Campus Commerce to process payment(s) from my account as indicated on this Agreement for the dollar amount above in order to meet my financial obligation to my educational Institution. I understand that I may print a copy of this authorization for my records.

Click here to accept the terms and conditions of this Payment Plan Agreement. Then click the Confirm button below to activate this Payment Plan Agreement.

[Back](#) [Confirm](#) [Cancel](#)

Your payment plan is now active. This receipt shows the paid Enrollment Fee and your estimated installment amount. You will receive an Agreement Notification by email. The installment amount will be automatically deducted from your account or debited to your credit or debit card.

To participate next semester, you must re-enroll.

If you have questions, please call NelNet Payment Plan Customer Support at 1-888-470-6014.

- Message Board
- Payment Profiles
- Authorize Payers
- User Preferences
- View & Pay Accounts
- Transaction History
- Payment Plan
- Messages

Payment Plan Receipt

This is your receipt.

example

[← Back to Payment Plans](#)

Enrollment Fee

Confirmation Number: [REDACTED]

Payment Date: Dec 20, 2019 at 10:50 AM, MST

Effective Date: Dec 20, 2019

Primary User Id: [REDACTED]

Primary User Name: [REDACTED]

Account: PAYMENT_PLAN_CUBLD

Account Subtype: [REDACTED]

Payment Amount: \$25.00

Total Amount: \$25.00

Cardholder's Name: Buffalo Mama

Payment Method: MASTERCARD ending with 5454

Approval Code: [REDACTED]

Reference Code: [REDACTED]

External Transaction ID: [REDACTED]

External Time Stamp: Dec 20, 2019 at 10:50 AM, MST

Returned ACI: [REDACTED]

Auth Source Code: [REDACTED]

Validation Code: [REDACTED]

Contact Info: [\(303\)355-1212](tel:303355-1212) (evening phone)
(e-mail)

AGREEMENT ID #105268

PLAN	ESTIMATED [†] BALANCE	FIRST INSTALLMENT DATE	INSTALLMENTS	ESTIMATED [†] INSTALLMENT AMOUNT
CU Boulder Main Campus Spring 2020	\$27,300.00	Jan 06, 2020 (Mon)	4	Installment \$8,825.00 Service Fee \$187.69 Payment * \$7,012.69

[†] The service fee is included in the payment amount.[†] Once actual charges have posted to the student account, or if charges or credits change on your student account, you will receive email notification if your remaining payment plan budget needs to be adjusted to match your student account balance. Your remaining installments may be rebalanced as well. Your student account balance must be paid in full by the last installment of the term.