

University of Colorado Denver Campus

Title:	Denver Campus Enrollment and Billing Policy, Spring 2015
Source:	Enrollment Management and Billing Committee, Denver Campus
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Approved by:	Rod Nairn, Provost Lisa Douglas, Denver CFO
Effective Date:	Spring 2015 term
Replaces:	Fall 2007 Billing policies, Denver Campus
Applies to:	Denver Campus

A. Introduction

This enrollment and billing policy provides simple, fair and equitable payment guidelines to students, while providing financial incentives to manage enrollment and billing. Academic, administrative, and fiscal perspectives have been incorporated into this policy.

The enrollment and billing policy meets the following goals:

- Treats students in an equitable manner.
- Increases the availability of and student access to classes. Creates a financial incentive for earlier class drop or withdrawal before census date, and preferably before the waitlist expires (currently, end of day five of classes in fall, end of day four in spring). Continues the current policy of no refund after census.
- Simplifies the enrollment and billing process – makes it easier to explain to students and parents, and easier to administer.
- Has one set of payment deadlines for all students.
- Students must pay in full, or opt for deferred payment plan by the Friday after census day of each fall and spring semesters.
- All students have the option of a deferred payment plan with a \$35 processing fee cost.

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C. Policy Statement

1. Tuition and fees will be due the Friday after census for the Fall and Spring semesters.

Alternative payment plans can be arranged to fulfill the payment requirement.

2. Reversal of tuition and fees depends on the timing of the drop/withdrawal.

Refund percentages will be as follows:

- 100% automatic reversal of the tuition and fees is processed for students who withdraw from all classes by the campus census date.
- Beginning the second week of the fall and spring terms until census date (or, the 4th day of summer class) – a \$100 drop transaction charge will be assessed each time a student drops a course. This includes student-initiated drops done in order to change sections within a course. Section changes done through administrative process in the Dean's offices will be coded as such in Campus Solutions and will be exempted from drop charges. The timing of the waitlist and drop charge assessment will be linked together to encourage students to drop before the waitlist is rolled.

If a student withdraws (therefore dropping all classes), a drop charge will be assessed for each course. Example: A student taking four courses withdraws – drop charges of \$400 are assessed.

In the case where a drop creates a tuition refund situation, the drop charge will be deducted from the tuition refund.

- After census, there will be no refund of tuition.

Rationale: This provides a strong incentive to have enrollment completed by the end of the first week of the semester. Any student considering dropping would be strongly motivated to do so prior to this deadline, increasing availability of and student access to classes during the drop/add period.

D. Procedures

1. Tuition and fees payments, payment plans

If a student completes all financial aid application processes by a month prior to the beginning of classes, it is reasonable that tuition and fees will be covered by the first day of classes – aid should be disbursed and applied to the student's bill balance within this timeframe. For those students who do not complete financial aid in a timely way, they may be required to either pay in full, or enroll in a payment plan. When financial aid is applied to the bill, the student may receive a refund.

Scholarships and Tuition Remissions

Currently, many departments do not submit scholarships or tuition remissions until after census date, in order to first verify full-time enrollment. Ideally, departmental scholarships and remissions should be processed two weeks prior to the due date, but in no case later than 10/31/xx for a fall term.

Late and service charges on the unpaid balance of the bill can be petitioned for scholarship students in these circumstances.

Third party contractual agreements

Depending on the amount committed by the third party sponsor:

If the third party has committed to paying only a portion of tuition and fees, the student must pay their portion of the bill in full by the due date. If the third party has committed to paying all of student's tuition and fees, the student does not have to pay any amount. He/she will not be assessed late and service charges on the unpaid balance of the bill.

E. Appendix A – Financial Aid

Criteria for meeting financial aid waiver of the registration advance payment requirement:

- The student must have filed the FAFSA
- FAFSA results must have been received by the campus
- The student must meet screens for reasonable academic progress
- The student must be in a degree seeking program.