



Colorado Heights University

Tuition Payment

Students have two options for paying their tuition:

Option #1: Pay tuition and all fees for one full semester in full prior to the start of classes.

Option #2: Enroll in the **Colorado Heights University Payment Plan**. To join the CHU Payment Plan, students must fill out an application at the Business Office. Students who elect to join the CHU Payment Plan will be required to pay a **\$25 payment plan enrollment fee**.

All students will be eligible for the **50-25-25 payment plan**, which requires 50% of tuition plus all fees to be paid prior to the start of the semester. 25% is to be paid by Day 30 of the semester and the final 25% is to be paid by Day 60 of the semester.

If you are a current CHU student with an excellent payment history, but cannot comply with the 50-25-25 plan, please fill out the application, check the box requesting a "Hardship Interview." After your interview, a determination will be made by the Business Office regarding your eligibility for an alternative payment plan.

ALL STUDENTS: All students are required to have a parent or guardian sign a **Personal Guaranty of Payment**, which states that the Guarantor guarantees the prompt payment and performance of all of the obligations of the student.

Late payments and returned checks: All students are required to pay tuition on the predetermined due dates. Loss or delayed receipt of the statement does not relieve the obligation to pay on time. If you do not receive an itemized statement as scheduled, call 303.937.4530. If the payment is not received by the due date, a \$1 per day late payment fee will be assessed and the account will be considered in default (i.e. if the account is paid 1 day late, a \$1 fee will be assessed; if the account is paid 16 business days late, a \$16 fee will be assessed). There is a \$50 charge for checks returned for insufficient funds.

Plan Default: If payment is not received by the due date, the account will be considered in default. If this agreement remains in default, it may be referred to a collection agency. All collection costs and fees are to be paid by the student, including attorney fees, court costs, and any other related costs. Students may request their current statement and amount due by visiting the Business Office. If tuition is not paid in full by the end of the semester, the student will not be allowed to enroll for the following semester.

To learn more about payment options at CHU or to request a payment plan application, please stop by the Business Office.



Colorado Heights University

Payment Plan

The **Colorado Heights University Payment Plan** is a convenient interest-free payment plan for students registered for semester-based courses. A payment plan is established as soon as the Business Office receives a completed and signed application form with the first payment or authorization to charge your credit card. A \$25 non-refundable payment plan application fee is due with your first payment.

Payment Plans: Students who complete the payment plan application will automatically be eligible for the 50-25-25 plan, which requires 50% of tuition plus all fees to be paid prior to the start of the semester. 25% is to be paid by Day 30 of the semester and the final 25% is to be paid by Day 60 of the semester. If you are a current CHU student with an excellent payment history, but cannot comply with the 50-25-25 plan, please fill out the application, check the box requesting a "Hardship Interview."

PAYMENT OPTIONS

1. **Automatic:** To use the automatic credit card deduction, fill out the information on the following page and check the **Yes** box after Automatic Credit Card Deduction. (If your credit card is declined, you will be considered past due and assessed a late fee.)
2. **In-Person:** Come into the Business Office during business hours (8am-6pm M-Th and 8am-4pm F) and pay your bill in person via credit card, cash or check.
3. **Mail or Fax:** Use your tuition statement and fax your payment to 303.937.4269 or mail checks to the address provided. CHU does not accept post-dated checks. Payments must be made in U.S. funds.

Late payments and returned checks: Upon acceptance into the plan, the student will receive a statement with payment amounts and due dates. Loss or delayed receipt of the statement does not relieve the obligation to pay on time. If you do not receive an itemized statement as scheduled, call 303.937.4530. If the payment is not received by the plan due date, a \$1 per day late payment fee will be assessed and the account will be considered in default (i.e. if the account is paid 1 day late, a \$1 fee will be assessed; if the account is paid 16 business days late, a \$16 fee will be assessed). There is a \$50 charge for checks returned for insufficient funds.

Plan Default: If payment is not received by the plan due date, the account will be considered in default. If this agreement remains in default, it may be referred to a collection agency. All collection costs and fees are to be paid by the student, including attorney fees, court costs, and any other related costs. Students may request their current statement and amount due by visiting the Business Office. If tuition is not paid in full by the end of the semester, the student will not be allowed to enroll for the following semester.

Transcripts/Registration: Official transcripts will not be released until the entire plan amount and student account balance are paid in full.

Mail Payments to: Colorado Heights University Payment Plan
Business Office
3001 South Federal Boulevard
Denver, CO 80236

A SEPARATE APPLICATION MUST BE FILED FOR EACH SEMESTER.

_____ **Student's Initials**