



Colorado Heights University

Business Office Policies

Tuition and Fees Payment

Students must pay **FULL** tuition for their registered semester by the end of the registration period prior to starting class in their program, whether in the IEP, BA or MBA program. All first semester International Students must pay tuition in full prior to commencing classes at CHU.

All payments for student accounts must be made in the Business Office.

Colorado Heights University Payment Plan: *(All Domestic Students and Returning International Students)*

In cases of financial hardship, payment schedules can be requested of the Business Manager; the Business Office and Business Manager reserve the right to approve or deny a request for payment arrangement/schedules. This applies to all domestic students regardless of whether they are new or returning and only to international students who have paid in full upfront for their first semester.

If approved, a payment schedule will require 50% of the payment to be made prior to the start of any classes, 25% to be paid 30 days after classes have started and the remaining balance of 25% to be paid by the 60th day of class.

Day 0: 50% of tuition and all fees must be paid
Day 30: 25% of tuition must be paid
Day 60: 25% of tuition must be paid

A schedule will be generated and signed by the individual student. If the student is late on making the payment, or if their payment is less than what was scheduled, the Business Office reserves the right to "HOLD" the student's account.

Late Fees: 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.

Students will NOT be able to register for the following semester if there is a balance due on their account.

Account updates will be sent to all students via email. Students are responsible for checking their email accounts on a regular basis.

The Financial Aid Office will confirm student's financial aid pre-approval status prior to the end of the registration period.

CHU reserves the right to change rates at any time. Students are responsible for visiting the CHU business office, viewing the CHU website and checking their CHU email accounts for updates regarding tuition rates.