PAYING YOUR BILL

Cashiers Office
Howes Street Business Center, First Floor
555 S. Howes St.
(970) 491-2767
http://bursar.colostate.edu/Depts/Cash_Office.aspx

A student may make a payment on their student account by using CSU’s preferred payment option—Electronic Payments. Electronic Payment is the fastest, most secure way to make a payment. Payment by Electronic Check is a free service to students and other authorized individuals and is easy to use.

Electronic Payments may be accessed through RAMweb (https://ramweb.colostate.edu) and/or FAMweb (http://parents.colostate.edu/famweb). The routing number and bank account number from the bottom of a personal check, or a bank statement, will be required.

For details on other payment options, please visit the Bursar’s website (http://bursar.colostate.edu/Depts/Cash_Office.aspx).

Student Billing
Office of Financial Aid
Office in Centennial Hall, First Floor
(970) 491-6321
sfs.colostate.edu (http://sfs.colostate.edu)

In support of CSU’s Green Initiatives, CSU implemented e-billing effective in Fall 2010. Billing notifications are e-mailed to Rams e-mail addresses. Students can then log into RAMweb to view their University Billing Statement. Additional e-billing notifications may be sent to alternate e-mail addresses maintained by the student on RAMweb.

Due Dates:

<table>
<thead>
<tr>
<th>Season</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Fall</td>
<td>September 10</td>
</tr>
<tr>
<td>Spring</td>
<td>February 10</td>
</tr>
<tr>
<td>Summer</td>
<td>June 10</td>
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University charges are due by the date specified on the bill. Due dates are the 10th of each month unless the 10th falls on a weekend or holiday, then the due date is the following business day. CSU does not offer an installment plan on payments. All payments should be in U.S. currency. Mailed payments must reach the University Cashier’s Office, 6015 Campus Delivery, by 4:00 p.m. (MT) on the due date. Payments by check are processed when received – postmarks do not apply and future dates are not honored. Online payments must be made by 4:00 p.m. (MT) on the due date for the payment to be considered timely. Penalties for late payment include holds on University services and a 1.5% payment deferral charge of the past due balance. Penalties are initiated for the purpose of encouraging prompt payment.

Student Account Notes

Students are responsible for all charges on their account and arrangement of payments due. Payments should only be made when a balance due exists on an account. In general, overpayments will not be applied to the student’s account, but will be returned within two weeks if no additional charges are posted to the account.

Students who are sponsored by a third party may request direct billing to the sponsor for tuition, fees, and other related educational expenses. Detailed information on sponsor billing is available upon request from the Accounts Receivable/Sponsor Billing Office (http://www.bursar.colostate.edu/Depts/ALR_Sponsor_Billing.aspx). Arrangements for sponsor billing must be made prior to the student account due dates to prevent payment deferral charges.

The “Billing and Tax Information” section in RAMweb (https://ramweb.colostate.edu) provides more information on billing statements, paying your bill, accepted payment methods, refund information including direct deposit refund sign up, and Tuition Statement tax information (Form 1098-T).

Unpaid past due balances may cause a hold on registration, transcripts, and diplomas. CSU will not register a student, release a diploma, or provide official transcripts or proof of degree conferral to any student or former student who has past due financial obligations to CSU, until the hold is removed. The release of the hold may be expedited by paying the past due balance in full.

Failure to pay amounts due may result in the referral of the outstanding balance to a collection agency, at which time the student would be responsible for any late payment charges, collection agency fees up to 40% of the debt, and all costs and expenses including reasonable attorney fees that CSU incurs in its collection efforts. Further, CSU reserves the right to impose a penalty fee and financial hold for returned checks (refer to Returned Checks policy).

Returned Checks

All checks returned for insufficient funds or invalid account information, either paper or electronic, will incur a penalty as provided by state law.

CSU will attempt to contact the originator of the check by mail and/or by telephone. In the case of students, a notice will be mailed to the primary address on file for the student. (All students are required to maintain an accurate address and telephone number with CSU at all times.) These reparative payments are considered due in full immediately. The payment must be equal to the full amount of the original payment plus penalty and fee. Failure to follow through will result in further collection actions. If CSU receives a returned check, all payments from that time forward will require guaranteed funds. Please note: If the presentation of the original payment permits a student to register for an academic term and if full payment of the returned check plus penalty and fee is not made by the specified deadline, CSU reserves the right to cancel a student’s class enrollment.

Address Updates

It is the student’s responsibility to maintain correct addresses (mailing and email) with CSU. To create or update an existing address, go to RAMweb (https://ramweb.colostate.edu). In order to communicate quickly and effectively with students, CSU now requires that each enrolled student provide an e-mail address. CSU has designated email as an official form of communication to students. Information about @rams e-mail accounts, including how to forward to another e-mail account, may be found on the eID website (https://eid.colostate.edu/gmail/Faq.aspx?idval=GFORW).

Being able to communicate electronically with the student population provides several benefits:

- Students can be quickly notified by professors and CSU offices of events that affect them personally or may be of interest to them generally (e.g., classroom changes, class meeting time changes, department activities, billing, etc.).
It’s faster and less costly than printing and mailing letters.

It advances CSU’s commitment to environmental consciousness by reducing paper use and eliminating physical refuse.

It is also essential that students maintain a current mailing address with CSU. Addresses can be updated on RAMweb (https://ramweb.colostate.edu).

Deadlines for registration and payments of tuition, fees, and other charges must be met to allow registration to occur. Therefore, students must respond to correspondence from CSU in a timely manner.