



Campus Administrative Policy

Policy Title: Enrollment and Billing

Policy Number: 7001 Functional Area: Student Affairs

Effective: Spring 2015
Date Last Amended/Reviewed: Spring 2015
Date Scheduled for Review: July 1, 2022
Supersedes: Billing Policies, Denver Campus (Fall 2007)

Approved by: Roderick Nairn
Provost and Executive Vice Chancellor for Academic
and Student Affairs
Lisa Douglas, CU Denver CFO

Prepared by: Ingrid Eschholz, Registrar
Lori Mettler, Assistant Vice Chancellor for Budget
Chairs, Enrollment Management and Billing Committee

Reviewing Office: Provost and Executive Vice Chancellor for Academic
and Student Affairs

Responsible Officer: Provost and Executive Vice Chancellor for Academic
and Student Affairs

Applies to: CU Denver

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:

1. Treats students in an equitable manner.
2. 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.
3. Simplifies the enrollment and billing process – makes it easier to explain to students and parents, and easier to administer.

4. Has one set of payment deadlines for all students.
5. Students must pay in full or opt for deferred payment plan by the Friday after census day of the fall and spring terms.
6. All students have the option of deferred payment plan (three equal payments) with a \$35 processing fee cost.

B. POLICY STATEMENTS

1. Registration Advance Payment

All new first time and new transfer students will be required to pay a \$200 registration advance payment the first term as a degree seeking student prior to proceeding to register. New first time and new transfer degree seeking students may register for a term once that term's registration advance payment is made. This advance payment will be applied to that term's tuition and fees cost. The effect will provide a concrete indicator of intent to enroll, which will improve enrollment management.

In order not to disadvantage students who have significant financial need, a waiver of the term's registration advance payment will be allowed if the student has applied for financial aid and has met other financial aid eligibility criteria for that term (see Appendix A).

If the student pays the registration advance payment and later applies for and receives full tuition and fees from financial aid, the excess paid will be refunded to the student.

2. Tuition and fees will be due the Friday after census for the Fall and Spring Terms

An alternative payment plan can be arranged to fulfill the payment requirement – that is, contractual arrangements to pay 33.33% by the first due date of the term, 33.33% at the end of the first month, and 33.33% at the end of the second month.

3. There will be no administrative drop (disenrollment) for non-payment just prior to the first day of class.

Refund percentages will be as follows:

- a. 100% automatic refund of the \$200 registration advance payment will be available for students until the first day of classes in a term, to accommodate students who withdraw from all classes, or who never register after paying the advance payment.
- b. First day of the term through the end of the following Monday of classes for fall and spring (generally the end of the 6th day of the term during fall and the 5th day of the term in spring) (2nd day of summer class) - if the student withdraws from all classes, the student will forfeit \$200, which corresponds to

the \$200 registration advance payment. If the student drops a class, no course drop charge will be assessed for dropping that course. (This date is tied to roll/purge of the waitlist.)

Beginning the second Tuesday of the fall and spring terms until census date (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 CU-SIS and will be exempted from drop charges. The timing of the waitlist and drop charge assessment will be linked together. In order to accommodate the spring term, which generally begins on a Tuesday, we will be consistent and have waitlist roll and purge always occur on the second Monday evening after the semester begins, so that students with a Monday only evening class will always have the opportunity to attend that class before having to make a drop decision that has financial impact.

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.

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

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

C. PROCEDURES

1. Registration Advance Payment

This avoids the current policy inequity of requiring early enrollees to have to pay 40% of the tuition while later enrollees do not have that requirement.

2. 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 will be required to either pay in full, or enroll in a deferred payment plan. When financial aid is applied to the bill, the student may receive a refund.

Third-party contractual agreements: In the case of third-party sponsors, bills are not generated until after census date. Depending on the amount committed by the third-party sponsor:

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

3. **Refund in the event of withdrawal**

There will be a 100% refund period through the first week of class in order to allow students to attend the first few sessions of a course before having to make a final decision without drop charge financial penalty.

D. Appendix A – Financial Aid

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

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

Notes

1. Dates of official enactment and amendments:
Adopted by CU Denver's Chancellor in Spring 2015
October 26, 2018: Reformatted
2. History:
October 26, 2018: Reformatted to reflect a Campus-wide effort to recast and revitalize Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university. Article links, University formatting, and formatting updated by the Provost's Office.
3. Initial Policy Effective Date: Spring 2015
4. Cross References/Appendix: N/A