

## **Billing Agreement and Payment Policy**

This billing statement sets forth the terms of a binding agreement between the Student and the University of Denver (the “University”). This agreement creates legally binding obligations that must be satisfied by the student and grants certain rights to the student. If the student does not withdraw from registration before the first day of the academic term, the student and the University automatically will be deemed to enter into this agreement.

The Student and the University agree as follows:

Upon completion by the Student of the registration process and if the Student does not withdraw from registration before the first day of the term, the Student agrees to pay the total amount of tuition and other charges set forth. The Student understands that if any payment is not made when due, or if a Student withdraws or is required to withdraw from the University for any reason, then all remaining tuition and other charges are immediately due and payable. All amounts which are not paid when due may begin to accrue interest at the rate allowed by law. In addition, the Student agrees to pay all collection costs and attorneys’ fees if the University takes action against the Student to recover any past due amounts. If the Student has any overdue charges outstanding, the University may recover those overdue amounts by reducing any payments owed to the University by the Student. The University reserves the right to apply late fees to delinquent accounts.

## **Payment Options**

The University accepts cash, checks, money orders, and wire transfers for payment of tuition and related charges billed by the Bursar’s office. The University will accept payments made by ACH (Automated Clearing House) and /or credit card when the transaction is made through an authorized third party vendor. Payment for the full amount must be paid by the due date specified on the billing statement or, if eligible, the Student may elect one of the following options:

### **Extended Payment Option**

The University offers extended payment plans through an authorized third party vendor. The Student agrees to pay all charges assessed by the vendor for utilizing one of these options. PLEASE NOTE: Past due payments are not eligible for the extended payment plan option. If a student fails to make agreed upon payments through the vendor by the specified due date, all balances outstanding on the student account are due and payable in full immediately. The University may prohibit a student from using the extended payment option if the student has previously failed to make payments when due.

### ***Important information Regarding the Third Party and Employer Reimbursement Contracts***

All Third Party and Employer Reimbursement Contracts must be received in the Bursar’s office no later than Ten (10) days from the first day of classes for the term which is covered by the contract. For contracts received after the above stated date a \$75.00 late processing fee may be assessed. The Bursar’s office will not accept contracts for a term which has already been completed.

### **Third Party Billing**

The Bursar's office will invoice the Student's employer, embassy, or sponsoring agency for tuition and related charges billed by the University. The third party must make payment immediately upon receipt of the University's invoice, which will be mailed approximately two weeks after the beginning of the academic term. IN addition, payment must not be contingent upon the student grades. The Student is responsible for paying all charges not covered by the third party by the billing due date. If for any reason the third party does not pay the invoiced charges, the Student is responsible for paying the outstanding balance.

### **Employer Reimbursement**

The University will extend payment of tuition and related charges for Student whose employers offer tuition reimbursement. Payment of eligible charges will be extended until approximately four weeks after the conclusion of the term. In addition a \$45 extended payment fee plus all charges not eligible for employer reimbursement must be paid in full by the due date. The Student must pay the balance by the extended due date, regardless of the employer's reimbursement status.

### **Financial Aid**

Financial Aid awards are dependent upon the student completing all requirements. The Student remains personally responsible for any charges not covered by financial aid.

### **Tuition Waivers**

University employees must request tuition waivers through Human Resources prior to registration. Graduate teaching/research waivers are initiated by the department employing the student. If your waiver is not reflected on the bill, contact either Human Resources (employees) or your department (GTA/GRA), as appropriate.

### **Contact Information**

E-mail: [bursar@du.edu](mailto:bursar@du.edu)