



Colorado State University Pueblo (CSUP) is dedicated to becoming the People's University of the Southwest United States by 2028. Just as CSUP gives all students the opportunity to further their education and develop the resiliency and agility needed to successfully navigate a rapidly changing world, CSUP also expects students to maintain [CSUP's values](#) and to fulfill your commitments as students, members of our campus community, and as citizens of the world. This service agreement reflects the financial obligation of students in support of the education and services you receive while at CSUP. Please read this agreement thoroughly, and contact [Student Billing](#) if you have any questions or concerns. We are happy to answer any questions you may have about your financial commitment and your education. Every member of our team works to ensure that you have the support that you need in order to have a meaningful experience at CSUP. Welcome to our Pack!

Payment of Fees/Promise to Pay

I understand that when I register for any class at CSUP or receive any service from CSUP, I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that these services and benefits are for educational purposes and constitute a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which CSUP is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.

I understand and agree that if I drop or withdraw from any classes I register for, I will be responsible for paying all or a portion of tuition and fees in accordance with the University Withdrawal Refund Schedule as posted on the [Student Billing website](#). My inability or failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

Delinquent Account/Collection

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, CSUP will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, CSUP will assess payment deferral/late payment charges at the rate of 1.5% per month on the past due portion of my student account until my past due account is paid in full.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing CSUP by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, CSUP may refer my delinquent account to a collection agency. I further understand that if CSUP refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 40% of the amount outstanding. I am responsible for paying the collection agency fees, and all costs and expenses including reasonable attorney fees that CSUP incurs in its collection efforts. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus.

Returned Payments/Failed Payment Agreements: If a payment made to my student account is returned by the bank for any reason, I agree to repay the original amount of the payment plus a returned payment fee of \$25, within 15 days

of the payment being returned, using guaranteed funds as a method of payment for this payment as well as all future payments made to CSUP. I understand that if the returned payment goes unpaid, it will be treated the same as all unpaid debt to CSUP in which it will incur late payment charges at a rate of 1.5% per month and be subject to the same terms outlined in the 'Collection Agency Fees' section of this agreement. At minimum, CSUP will attempt to contact the originator of the payment by mail. I understand that multiple returned payments and/or failure to comply with the terms of any payment plan or agreement I sign with CSUP may result in cancellation of my classes and/or suspension of my eligibility to register for future classes at CSUP.

Communication

Method of Communication: I understand and agree that CSUP uses email as an official method of communication with me, using CSUP's official pack.csupueblo.edu email address, or other provided alternate email (only available in limited instances), and I am responsible for reading the emails that I receive from CSUP on a timely basis.

Contact: I authorize CSUP and its agents and contractors to contact me at my current and any future residences, cellular phone number(s), email address(es) or wireless device(s) regarding my delinquent student account(s)/loan(s), any other debt I owe to CSUP, or to receive general information from CSUP. I authorize CSUP and its agents and contractors to use automated telephone dialing equipment, artificial or pre-recorded voice or text messages, and personal calls and emails, in their efforts to contact me. Furthermore, I understand that I may withdraw my consent to call my cellular phone by submitting my request in writing to CSUP or in writing to the applicable contractor or agent contacting me on behalf of CSUP.

Updating Contact Information: I understand and agree that I am responsible for keeping CSUP records up to date with my current physical address, email addresses, and phone numbers by updating this information as appropriate. Upon leaving CSUP for any reason, it is my responsibility to provide CSUP with updated contact information for purposes of continued communication regarding any amounts that remain due and owing CSUP. Contact information can be updated by contacting the Registrar's Office. Former students will need to contact the Registrar's Office. Students who are also employees of CSUP should contact Human Resources.

Method of Billing

I understand and agree that CSUP uses electronic billing (e-Billing) as its official billing method while I am considered an enrolled or active student. (Students are considered as active students until they are no longer enrolled at university census of the following term.) Therefore, I am responsible for viewing my university billing statement in PAWS/SSB and then paying my statement balance by the scheduled due date. I further understand that failure to review my e-Bill does not constitute a valid reason for not paying my bill on time. If there is current activity on my account or if I have a balance due, an e-Billing notification will be emailed to my official CSUP pack.csupueblo.edu email address, or other provided alternate email (only available in limited instances). Additional e-Billing notifications may be sent to alternate email addresses maintained by me on PAWS/SSB.

Billing Errors

I understand that administrative, clerical or technical billing errors do not absolve me of my financial responsibility to pay the correct amount of tuition, fees and other associated financial obligations assessed as a result of my registration at CSUP.

Financial Aid

I understand that my Financial Aid Award is contingent upon my continued enrollment and attendance in each class upon which my financial aid eligibility was calculated. If I drop any class before completion, I understand that my financial aid eligibility may decrease and some or all of the financial aid awarded to me may be revoked and become immediately due and payable to CSUP.

If some or all of my financial aid is revoked because I dropped or failed to attend class, I agree to repay all revoked aid that was disbursed to my account and resulted in a credit balance that was refunded to me.

Prizes, Awards, Scholarships, Grants: I understand that all prizes, awards, scholarships, and grants awarded to me by CSUP will be credited to my student account and applied toward any outstanding balance. I further understand that my receipt of a prize, award, scholarship, or grant is considered a financial resource according to federal Title IV financial aid regulations, and may therefore reduce my eligibility for other federal and/or state financial aid (i.e. loans, grants, Federal Work Study) which, if already disbursed to my student account, must be reversed and returned to the aid source.

Other Charges

I understand that I am responsible for all other non-tuition related charges that are billed to my student account for products, services and/or fines received by CSUP. Such charges include, but are not limited to, Bookstore, library, parking, Auxiliary Services, and Housing. All such charges should be paid according to the respective office/department's terms and conditions, as well as the terms and conditions outlined by CSUP when charges are placed on a student account.

Privacy Rights & Responsibilities

I understand that CSUP is bound by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) and (34 C.F.R. Part 99) which prohibits CSUP from releasing information from my educational record without my written permission, with limited exceptions as allowed by law. Therefore, I understand that if I want CSUP to share information from my educational record with someone else, I must provide written permission by following the procedure outlined within each respective department at CSUP in which I am requesting information to be shared. I further understand that I may revoke my permission at any time by request, in writing, to each respective department. CSUP policy regarding FERPA and student records may be found [here](#).

IRS Form 1098-T

I agree to provide my Social Security number (SSN) or taxpayer identification number (TIN) to CSUP upon request as required by Internal Revenue Service (IRS) regulations for Form 1098-T reporting purposes. If I fail to provide my SSN or TIN to CSUP, I understand I may be subject to IRS fines/penalties as a result of my missing SSN/TIN.

I consent to receive my annual IRS Form 1098-T, Tuition Statement, electronically from CSUP. An email notification will be sent to my pack.csupueblo.edu email address, or other provided alternate email, notifying me that the form is available via PAWS/SSB. I understand that if I do not consent to receive my Form 1098-T electronically, a paper copy will be provided. I understand that I can withdraw this consent at any time via PAWS/SSB

Student Age

I understand and agree that if I am under the age of 18 when I execute this agreement that the educational services provided by CSUP are a necessity, and that I am contractually obligated pursuant to the "doctrine of necessities," and that I have either consulted with legal counsel or have made the choice not to consult prior to execution of this agreement.

Law and Jurisdiction

I understand and agree that this agreement shall be construed pursuant to applicable laws of the State of Colorado and that proper venue for any legal dispute regarding the terms or enforcement of this agreement include Courts of proper jurisdiction within the State of Colorado.