

BILLING

Student billing is a resource for students and parents seeking information on tuition and fees, payment due dates, College Opportunity Fund (COF), tuition appeals, request for refunds, third party, and 1098-T's. Students may obtain information from the Office of Financial Management - Student Billing in the Administration Building, Room 212 or by calling 719-549-2181. You may also email us at csup_studentbilling@csupueblo.edu.

Tuition & Fees

Tuition and fee rates can be found on-line at Tuition and Fees Information for CSU Pueblo (<https://www.csupueblo.edu/office-of-financial-management/tuition-and-fees.html>).

Tuition rates are established by the Board of Governors of the Colorado State University System following budget action of the Colorado General Assembly. The Board of Governors normally acts on tuition and fee (course, program, and department) charges at a meeting prior to the start of the academic year. The Student Fee Governing Board (SFGB) is the body at Colorado State University Pueblo responsible for recommending Permanent Student Purpose Fees (mandatory fees). There may be other fees associated with a student enrolled at the University. All fees and charges are subject to change. To view your billing information please log into your student portal (<https://paws.aisweb.csupueblo.edu/login/>).

Delinquent Student Accounts

Students are subject to any or all of the following actions if they have a delinquent debt to the University:

- Inability to view grades
- Administratively withdrawn
- Diplomas and official transcripts may be withheld
- Letters of Completion for graduation may be withheld
- No future course registrations allowed
- Turned over to a collection agency or Department of Revenue for tax offset

Reasonable collection/legal costs will be added to the amount due. Any student who pays with a check that is returned unpaid by his/her bank will be subject to all of the penalties for late payment and also may be charged an additional \$25 fee.

Third-Party Payments

All students who have a designated third-party sponsor making payments towards their student bill must submit an authorization form to the appropriate department prior to the drop date for each semester.

- Military students will submit their authorization forms to the Military & Veterans Success Center (MVSC).
 - Location: Occhiato Student Center (OSC) Room 114
 - Phone Number: 719-549-2910
 - Email: csup_veteransuccess@csupueblo.edu
- Concurrent students will submit their authorizations to Extended Studies.
 - Location: Library 267
 - Phone Number: 719-549-2316
 - Email: csup_extendedstudies@csupueblo.edu
- Non-Military students will send their authorization to Student Billing.

- Administration Building Room 212
- Phone: 719-549-2181
- Email: csup_studentbilling@csupueblo.edu

Once the proper forms are received, invoicing for all third-party sponsors will begin to be processed after the drop date for each semester. For further information please contact the appropriate office.

Request for Refund

Refunds will no longer need to be requested. Check refunds will be processed on the 1st, 3rd, and 5th Friday of every month. Please note check refunds will be mailed to the local mailing address on file.

Direct Deposit refunds will be processed daily and can take up to 3-5 business days for students to receive once their refund has been processed.

For questions regarding financial aid payments please contact the Student Financial Services at 719-549-2753 or by emailing them at csup_financialaid@csupueblo.edu.

For questions regarding student refunds (Ex. Credit from Dropped Courses, International Refunds, and Refunds over \$8,000.00) please contact Student Billing at 719-549-2181 or email us at csup_studentbilling@csupueblo.edu

Direct Deposit

Students are encouraged to set up direct deposit for financial aid disbursements, request for refunds, and payroll.

Direct deposit for financial aid refunds can be found at student portal (<https://paws.aisweb.csupueblo.edu/login/>), click on "Billing - account activity & tax Activity" and select "Direct Deposit - Financial Aid".

To access the Direct Deposit Authorization form for Payroll, please contact the Office of Financial Management at Phone: 719-549-2801 Fax: 719-549-2883 or Email: csup_Payroll@csupueblo.edu in the Administration Building Room 211. Forms can either be dropped off, faxed, or mailed using the information on the form. Direct Deposit forms may take seven business days to be entered into the system once submitted.