

Name: \_\_\_\_\_ Bronco ID: \_\_\_\_\_



College of Professional and Global Education

# Open University Payment Plan

## Spring 2025

Enter the information for the classes you are already **approved** for and want to make a payment on (you would have received an approval email). If more approvals are received after the form is submitted, please update your the form with your new classes & recalculate, then **email this to CPGEREG@CPP.EDU upon completion.**

Course Name (BIO 1110 section 2)	Class Number (30643)	Units (3)	Course Fee (\$1,020)
<b>Tuition Total (all class fees added together)</b>			

<b>Faculty/Staff Discount</b> - *If no, then skip	-
<b>One time \$25 payment plan fee</b> (Do not have to pay again if more classes get approved)	+ \$25
<b>Other Fees</b> *Usually associated with some labs. Check BroncoDirect	+
<b>Third Party Scholarship? Y/N</b>	
<b>Total Tuition and Fees Due</b>	<b>=</b>

**Payment Amount and Due Dates (Divide the final total by 3)**

1st Payment	(Due now)	
2nd Payment	March 14th	
3rd Payment	April 18th	

The College of Professional and Global Education does not send out payment reminders. Payments on installment plans are not automatically processed and credit card information is not kept on file. Payments must be made online through BroncoDirect. If you elect to pay your registration fee on a payment plan, the BroncoDirect student system will show an outstanding balance on your financial account and University Financial Services will place a hold on your student records until your tuition balance is paid in full. The hold cannot be removed and throughout the semester you will automatically receive past-due notices either by email or the US mail until the outstanding obligations have been paid in full.

By signing below, you acknowledge that you have read the Open University Payment Plan policies listed above as well as the information payment plan and withdrawal & refund policies located on the Open University website.

Signature-	Date -
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## Refund Policy

Full refunds of Open University fees are made only if the request to drop/withdraw is received before the first day of the session, or if a course is canceled. For Spring 2025, a full refund will be made if the request to drop is received at CPGE before JANUARY 18th , 2025.

Partial refunds of Open University fees are made if the request to drop/withdraw is received within the following time frames:

Spring 2025	
Date	Refund Amount
Before January 18th	100%
January 18th - 23rd	90%
January 24th - 30th	80%
January 31st - February 6th	70%
February 7th - End of the term	No Refund Given

### How to Make your Payment through BroncoDirect

1. Go to [www.cpp.edu](http://www.cpp.edu) and select MyCPP from the top menu bar.
2. Sign in to MyCPP with your BroncoName and password.
3. Select "BroncoDirect for Students".
4. Under Student Center, find the box labeled "Finances" (its under "Academics", the first box on the top)
5. Click on Make a Payment (It is in blue text).
  - a. From here you'll be directed to the CashNet website where you'll need to enable pop-ups in order to continue the transaction.
6. Select Click Here to make a Payment.
  - a. **IMPORTANT: The amount you owe will not automatically appear. You will need to enter the amount stated on your petition.**
7. Expand options with "View All Items", then select College of Professional and Global Education - CPGE Students only.
8. Enter your payment amount that you manually calculate.
  - a. Select Add Items in Cart -> Checkout -> Payment Methods: Credit/Debit Card or E-Check

### Payment Options

1. Credit/Debit cards: A 2.75% convenience charge will be assessed for each payment processed via credit/debit card.
2. E-Check: Payments are processed using the routing and account number from your checking/savings account. There is no fee for this type of payment.

**PLEASE EMAIL THIS FORM TO [CPGREG@CPP.EDU](mailto:CPGREG@CPP.EDU) UPON COMPLETION**