Tuition Payment Policy

A student, by the act of registration, automatically incurs a financial obligation to CNCC. This obligation must be satisfied by appropriate payment to CNCC. Payment is due by census date (last day to add drop) of the current term, if student cannot pay by this date they will need to contact the Bursar office. This means that a student who registers for one or more classes is obligated to pay the full amount of his/her tuition and fees, whether or not the student attends class.

Students who anticipate receiving financial aid and who have their financial aid application completed prior to registration will be asked to pay only the portion of the bill that will not be covered by financial aid. Any subsequent financial aid money received will be returned to the student to the extent that the bill has already been paid. Financial aid is disbursed onto the student's accounts receivable account after the drop date of the student's classes, so this date may not be the same for everyone.

Students who fail to meet their financial obligation to CNCC will not be allowed to register, receive a diploma, or receive transcripts of the courses completed until all financial obligations to the college have been met. In addition, no information (dates of attendance, degrees awarded, courses taken, etc.) will be provided to a third party as long as a student has an outstanding balance on his or her account. If the account is not paid in full by last day of the term registered, account maybe placed in the hands of an agency or attorney for collection or legal action, the student will become obligated to pay additional costs incurred and permitted by the laws governing these transactions. Students always have access to their billing statement through Crossroads on the Student Finance Tab. Students can also pay online from this tab. The college may also send paper billing statements to the student's physical address on record with the college of attendance, but is not required to do so. Failure by a student to view their student account or receive any billing statement does not constitute valid grounds for waiving late payment penalties or registration, grade, diploma, or transcript holds.

CNCC will accept check, money order, cash, Visa, Discover, and Master Card. There will be a $20.00 charge for all returned checks. Students Sponsored by a Third-Party Agency must provide a valid letter of sponsorship must be on file in the Accounts Receivable Office. Students must make arrangements for agency billing with Accounts Receivable in accordance with payment deadlines. Students are responsible for any charges not covered by their agency and are subject to late fees and refund guidelines. It must be understood that each student is responsible for payment of his/her own expenses. The college is not responsible for making payment arrangements with parents, guardians, international agencies, or other third parties.

Other Fees•Returned Check Fee -A returned check fee will be added to your account for any check returned by your financial institution. The college reserves the right to pursue all legal remedies available to collect on a returned check.

Collection agency costs will be assessed on the unpaid balance of your account, including internal collection costs of no more than 40% of the unpaid balance, after internal collection efforts have failed to induce you to pay your account. Your account will be sent to a collection agency and may be reported to one or more credit bureau reporting service(s).To the extent permitted by applicable law, you agree to pay all costs and disbursements, including reasonable attorney's fees, incurred by us in legal proceedings to collect or enforce your indebtedness.
•Interest--The College you are attending or the collection agency may assess interest on the unpaid portion of your past due student account. Interest costs may be assessed up to the maximum permitted under Colorado law.

Hold on Services; The Community College System colleges will not permit you to register for classes, release a diploma, or provide a transcript, if you have an outstanding financial obligation to any of the community colleges. In addition the colleges may withhold other services if you have an outstanding financial obligation with any other school within the Community College System.

Refund Policy: Credit balances are refunded to the student through BankMobile. The college will refund one hundred percent of tuition and student fees collected if the student officially drops courses, in writing, through the Admissions and Records Office, or online through Crossroads, Student Tab -Registration block, during the first fifteen percent of the term (or class) for which tuition and fees were paid. There will be no refund if the student withdraws after the first fifteen percent of the class or if a student fails to drop the course through the add/drop process, even if the student never attends the class. (Courses cannot be officially dropped via telephone.)If a refund is requested, and a student has received financial aid, a portion of the refund may have to be returned to the Financial Aid program from which it came. Students are responsible for checking with the Financial Aid Office for information pertaining to this policy and to determine how the refund will be applied to financial aid programs. Refunds are made within 30 days after withdrawal/drop forms are received in the Accounts Receivable Office.

To receive a refund for a short class (one to five days in duration), students must submit a drop form to the Admissions and Records Office two working days prior to the first day of class. Some courses have special charges to cover expenses external to the college, have early refund dates, or may be non-refundable. Check class schedules or advertisement sheets for specific course information. A full refund will be granted for classes canceled due to insufficient enrollment or closed due to student enrollment limits. For more information on payments or refunds, call the Bursar Office at 970-675-3276