

METROPOLITAN STATE UNIVERSITY OF DENVER

LATE ENROLLMENT FORM

Only one course per form.

Name: _____ 900#: _____ Email Address: _____

Current Address: _____ Phone Number: _____

Brief Explanation (blank responses will not be processed): _____

CRN	Course	Credits	Course Title	Instructor Signature*	Department Chair Signature*	Permission**	Date
						Yes No	

* Signatures verify that the student has been attending class satisfactorily since prior to class census date.

** Department Chairs: If the class is closed, do you grant permission to increase the class size? If so, please initial in permission box above.

INSTRUCTIONS:

The student must obtain the appropriate signatures from the instructor and Department Chair. The student must deliver the signed form to the appropriate Dean's office. **The staff in the appropriate Dean's office will register you for the class.**

College of Business	AD-540H	Phone: (303) 615-1113
College of Letters, Arts and Sciences	CN-315	Phone: (303) 615-0600
College of Professional Studies	WC-133	Phone: (303) 615-1100
School of Education	WC-136	Phone: (303) 615-1777 / education@msudenver.edu

The student must be **enrolled by the class census date** to be eligible for the COF stipend. Late enrollments for the course **may not** be eligible to receive the COF stipend.

Enrollment for additional credit hours will increase student account's tuition and fee balance. If payment in full is not received by the 7th working day of the month, a service charge will be assessed on all unpaid charges. Contact the Bursar's Office in SSB-150, (303) 615-0070, for additional information. Service charges will not be assessed on authorized Financial Aid students.

The student must check their schedule [online](#), via a kiosk located on campus, or with the department to verify that the late enrollment was completed.

STUDENT SIGNATURE: _____

DATE: _____

Metropolitan State University of Denver FINANCIAL RESPONSIBILITY AND PROMISSORY NOTE AGREEMENT

The following is the Financial Responsibility and Promissory Note Agreement (the "Agreement") between Metropolitan State University of Denver ("MSU Denver") and me, regarding the delivery and payment of educational services in accordance with this Agreement. By allowing charges to be applied to my student account, I am bound by this Agreement.

1. Use of Account – I authorize MSU Denver to add to my student account all tuition, fees, and other charges incurred by me as a result of enrolling to attend MSU Denver. I understand that once enrolled, if I do not officially drop by the 100% refund deadline, I am responsible for tuition and fees charged to my student account. I am aware the Drop/Refund and Withdrawal Deadlines are published on my Student Detail Schedule on [the Student Hub](#), and understand that I am bound by the Drop/Refund and Withdrawal Deadlines.

2. Promise to pay – Enrollment constitutes a financial obligation between MSU Denver and me. In accordance with MSU Denver policy, listed at www.msudenver.edu/bursar, I acknowledge that any tuition, fees, fines, the amount of any funds erroneously disbursed to me, charges incurred through the Tivoli Station and charged to my tuition account, and any other debts (collectively, "debt") to MSU Denver that are not paid in full by the Payment Deadline, will automatically result in an extension of credit to me with applicable service charges and deadlines as listed in [Tuition Dates and Deadlines](#). I acknowledge that I have read and understand the Tuition Dates and Deadlines and that the applicable Tuition Dates and Deadlines are expressly incorporated in this Agreement by reference. I understand that, to the extent permitted by law, MSU Denver will take action against me to collect any unpaid debt, including withholding registration, transcripts, release of diploma, and assignment of the debt for collection, in which case I am responsible for paying any additional fees incurred to collect the debt. I understand that all services and benefits I receive under this Agreement are for educational purposes and constitute educational loans or benefits extended to me to finance my education. I further understand and agree that my registration and acceptance of these terms constitutes 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 MSU Denver is providing me educational services, deferring some of 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.

3. Student Account and Billing Statement – MSU Denver communicates all student account information via electronic services using online secured portals via [the Student Hub](#) at <http://www.msudenver.edu/studenthub/> and may send me important notices via my MSU Denver e-mail account. I acknowledge that I will review my student account history available on [the Student Hub](#) prior to and after registering for classes and before the tuition payment deadlines each semester. The IRS Tax Form reports tuition and related expenses will also be available electronically. Notification for the 1098-T tax document will be sent to my MSU Denver-issued email address on record. I agree that it is my responsibility to review my [Student Hub](#) account status and my student e-mail account at least weekly. Failure by me to view my student account or receive any billing statement is not valid grounds for waiving late service charges or registration, diploma or transcript holds.

4. Other Fees

- **Returned Check Fee** – A returned check fee will be added to my student account for any check returned by my financial institution. MSU Denver reserves the right to pursue all legal remedies available to collect on any returned check.
- **Service Charges**- MSU Denver or the collection agency may assess service charges on the unpaid portion of my past due student account. Failure to pay by the published due date available on the [Bursar's website](#), will render my student account past due and result in an extension of credit subject to the assessment of a monthly service charge. Service Charges may be assessed up to the maximum percentage permitted under Colorado law.

5. Payments – Payments and credits posted to my student account after the due date or totaling less than the entire balance owed to MSU Denver will reduce the balance due as of the date posted but will not remove restrictions and holds on registration, diplomas, and transcripts. All payments received will be applied to my unpaid student account balance. Any excess amount paid to my student account will be automatically refunded to me, without a request on my part, in accordance with MSU Denver's refund policy.

Please note: Payments made to any student account through the Office of Financial Aid will be applied as mandated by the State, the Federal government or the organization providing the funds. Federal financial aid regulations do not permit MSU Denver to automatically apply an upcoming financial aid refund to a past due balance from a prior aid year. If a refund of financial aid is expected to pay off a prior term balance from a previous financial aid year, then the student will need to personally receive the refund and pay the balance due separately at the Cashier's Office. Title IV Federal Financial Aid will automatically pay the current year institutional charges (i.e. tuition, fees, etc.) and up to \$200 of prior year institutional charges.

6. Collection Agency – I understand and accept that if I fail to pay my student account bill or any monies due and owing MSU Denver by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, MSU Denver may refer my delinquent account to a collection agency. I further understand that I am responsible for paying the collection agency fees which may be based on a percentage at a maximum of 40% of my delinquent account, together with all costs and expenses, including reasonable attorney's fees, necessary for the collection of my delinquent account.

Additionally, as an agency of the State of Colorado, MSU Denver has the authority to intercept state income tax refunds or other funds due from the State of Colorado (vendor, lottery, gaming etc.) for debts owed to the state. Pursuant to Colorado Law (C.R.S. § 23-5-115), in the event of a default of my student account owed to the university, the university may certify to the Colorado Department of Revenue (DOR) information about me, including my name, social security number, the amount of the debt and any other identifying information required by the DOR. The DOR may then disburse funds to the university in satisfaction of that debt from tax refund or other amounts owed to me, if any.

I understand that my delinquent account may be reported to one or more of the national credit bureaus.

7. Entire Balance Due – If I fail to make a required payment or am considered out of compliance under this Agreement or a separate payment Agreement, MSU Denver can declare the entire balance of my student account due and payable at once without notice or demand.

