



Bronco ID

Last Name

First Name

Phone Number

Email

Course Code (Ex: BIO 1110)

Units

Course Fees

Faculty/Staff/Alumni Discount

Tuition Net Total

Administrative Fee (**NON-REFUNDABLE**)

Misc. Fee

Late. Fee

3rd Party Scholarship

Total Tuition & Fees Due

Payment Amount + Due Dates

Late Fee

Due when Petition is Submitted

October 21st

November 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 the 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 U.S. 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

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 Fall 2022, a full refund will be made if the request to drop is received at CPGE before August 25th, 2022.

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

Date	Refund Amount
Before August 25th	100% Refund
August 25 th - September 1 st	90% Refund
September 2 nd - 8 th	80% Refund
September 9 th – 15 th	70% Refund
September 16 th - End of the Term	No Refund Given

How to Make your Payment through BroncoDirect

1. Go to www.cpp.edu and select **MyCPP** from the top menu bar.
2. Sign in to BroncoDirect with your BroncoName and password.
3. Click on the waffle shaped icon on the top right hand side and select BroncoDirect.
4. Under the **BroncoDirect folder**, select **Student Self Services -> Student Center**.
5. Click on **Make a Payment** (located under the Finances group).
 - 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. Under the description, select **College of the Extended University - CEU Students Only**.
8. Enter your payment amount.
 - 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.