

Name: _____ Bronco ID: _____



CalPolyPomona

College of Professional and Global Education

Open University Payment Plan

Fall 2023

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 submit it to CPGEREG@CPP.EDU

Course Name (BIO 1110) + Section	Class Number (30643)	Units	Course Fee
Tuition Net Total			

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

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

1st Payment	(Due on Submission)	\$
2nd Payment	October 13th	\$
3rd Payment	November 17th	\$

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 -
------------	--------

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 2023, a full refund will be made if the request to drop is received at CPGE before AUGUST 24th, 2023.

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

Fall 2023	
Date	Refund Amount
Before August 24th	100%
August 24 - August 31st	90%
September 1st - 7th	80%
September 8th - 14th	70%
September 15th - 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 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 CPGEREG@CPP.EDU UPON COMPLETION