



Open University Payment Plan

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 form to CPGEREG@CPP.EDU upon completion.**

Name: _____ Bronco ID: _____

Course Name + Section (BIO 1110 Sec 2)	Class Number (30643)	Units (3)	Course Fee (\$1,020)
Tuition 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	+
Third Party Scholarship? Y/N	
Total Tuition and Fees Due	=

Payment Amount and Due Dates (**Divide the total by 3**). **Must be 3 equal numbers.**

1st Payment	(Due now)	
2nd Payment	July 4th	
3rd Payment	August 8th	

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 Summer 2025, a full refund will be made if the request to drop is received at CPGE before June 4th, 2025 for 10-week & first 5 week session and before July 10th for second 5-week session.

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

10 Week Session		First 5 Week Session		Second 5 Week Session	
Date	Refund Amount	Date	Refund Amount	Date	Refund Amount
Before June 4	100%	Before June 4	100%	Before July 10	100%
June 4 - 9	90%	June 4 - 9	90%	July 10 - 15	90%
June 10 - 16	80%	June 10 - 16	80%	July 16 - 22	80%
June 17 - 23	70%	After June 16	No Refund Given	After July 22	No Refund Given
June 24 - 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.