

# A PAYMENT PLAN OPTION IS AVAILABLE

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## Setting up a payment plan will help you AVOID:

- Your account being referred to a collection agency
  - Interest and collection costs
  - Negative remarks on your credit report
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## CBU Delinquent Accounts

At the completion of each semester accounts with an outstanding balance are considered delinquent. Failure to make payments of any indebtedness to the University will cause a hold to be placed on the student record. This hold will prevent registration in future classes, release of diploma, and any other actions deemed necessary as stated in the University Catalog.

## Collection Agency Accounts

When CBU collection efforts are exhausted, or a payment plan has been broken without resolution, delinquent accounts will be placed with an outside collection agency. Once accounts are placed with an agency the account will be reported to all credit bureaus and interest will be added to the amount due (as stated in the University Catalog and Tuition and Fee Agreement). Once an account is placed with an agency all correspondence regarding the account must be through the agency.

## Payment Arrangement for your Delinquent Account

The university will allow you to make monthly payments on your account. You may select a 3, 6, 9 or 12 month plan. Monthly payments must remain consistent to remain in a payment plan status. Accounts must be paid in full before the hold on the account is removed (per the University Catalog).

## How to Set Up Monthly Payments for a Delinquent Account

- Contact The Student Accounts Office to request a promissory note sent by email.
- **Make your first payment** and then complete the Promissory Note electronically.
- Verify your form and payment have been received by calling 951-343-4371 or emailing [studentaccounts@calbaptist.edu](mailto:studentaccounts@calbaptist.edu).

## How to Make your Payment

- Check Payment  
Please include your Student ID# on the check  
Mail to: CBU Student Accounts, 8432 Magnolia Ave, Riverside, CA, 92504
- Credit Card/Debit Card/Electronic Check
  - Go to InsideCBU ([insidecbu.calbaptist.edu](http://insidecbu.calbaptist.edu))
  - Click on the "Student Accounts" tab
  - Click on "Make Payment or Set-up Payment Plan" icon
  - Click on "Pay as a guest" at the bottom
  - Enter student's CBU ID and Last Name
  - Click on "Non-Current Alumni Payment"
  - Enter the payment amount, then click "Add to Payment" then click on "Checkout"
  - Follow the remaining prompts to complete payment

If you are unable to login, please contact our office so that your account can be setup or reset. **Please note that your balance will show as "0.00" online if your account has already been moved to our collections department.** This is because you are not currently enrolled. You will need to enter the amount of your payment manually. Students making monthly payments will receive an updated statement in the mail each month.

For further questions regarding a payment plan, please contact  
the Student Accounts Office at 951-343-4371