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- Registration Documents: including but not limited to FERPA Release Requests, Graduation Applications, Ordering Official Transcripts, Release of Information to Third Parties and Student Verification Request Forms.
- Admission Documents: including but not limited to Applications for Admission and Admissions Offer and Acceptance.
- Financial Aid Documents: including but not limited to Accepting/Declining Financial Aid Awards and Authorizations to Hold, Release, or Return Funds, including Title IV funds.
- Student Accounts Documents: including but not limited to Student Account Payment Plans, Authorization of COF, Viewing Student Account Balances, View and Pay Tuition Bill, Waive Health Insurance, Authorization to use Federal Title IV Financial Aid Funds for non-allowable charges, eSign Short Term University Loan, eSign Federal Perkins Promissory Notes and Disclosures and Direct Deposit.
- Faculty/Staff Documents: including but not limited to Offer Letters, Appointment to Graduate Faculty, Purchasing Requests, Additional Pay Requests, New Hire Forms, Counseling Intake Forms and Travel Reimbursements.
- Miscellaneous Documents: including but not limited to receipt of consumer information about the University and any disclosure, consent, waiver, release, notice or payment reminder that would normally be delivered in writing that may be required by law or regulation.
- 1. In order to conduct business electronically with the University of Colorado, you must use a computer with a supported operating system and internet browser, sufficient electronic storage capacity on the computer's hard drive or other data storage unit, a printer that is capable of printing from the browser and email software. Follow this link for more details: Hardware and Software Requirements.
- 2. Only the appropriate individual who has been authorized to enter this DocuSign session using the DocuSign Email Address Authentication Method may conduct business on this site. Any other use is unlawful and is considered a violation of the University's Acceptable Use of CU-Boulder's IT Resources Policy.
- 3. You must keep your DocuSign contact information up-to-date. If you have an active University of Colorado DocuSign account and need to update your name, address, or email address, send an email to help@colorado.edu.
- 4. The University of Colorado reserves the right to provide records in paper format at any time. By consenting to electronically conduct business, however, you agree that the University of Colorado is not required to provide you with records in paper format. If you want to retain a paper copy of any records provided electronically, you should print a copy from the computer within 30 days after such documents are sent to you.
- 5. You may withdraw your consent to electronically conduct business at any time. However, if you withdraw consent, any Agreements or Transactions between you and the University

of Colorado during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties. If you withdraw consent, transactions may take longer to process.

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- 9. To comply with the federal Higher Education Act, the University of Colorado must provide certain information about the university to enrolled students. Follow this link to review the university's consumer information: Consumer Information about the University

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