BUSINESS OFFICE INFORMATION SHEET
Spring 2012

PAYMENT OPTIONS:
New Mexico Highlands University Business Office offers students the following payment options:

- Students must pay their account in full or make adequate financial arrangements
- Adequate financial arrangement option:
  Full term semester courses:
  1/3 payment Monday prior to the first day of class attendance **(January 09)**
  1/3 payment 30 days thereafter **(February 10**)
  1/3 payment 30 days thereafter **(March 09)**

A $25 billing fee will be assessed to the student's account if the account is not paid in full by **January 09, 2012**. Notice of monthly billing statements will be sent to the NMHU e-mail address with a link to the secure area where the statement can be viewed.
Financial Aid monies will be available on **January 27, 2012.** All reimbursements will be mailed to the mailing address (MA) on Tuesday of the following week.

DISENROLLMENT POLICY:
NMHU Students who fail to pay their full-required tuition and fee charges or make adequate financial arrangements with the Business Office on or before the first day of classes (January 17) will have their registration cancelled and be disenrolled from all classes on January 27, 2012. Students with a cancelled registration who wish to be enrolled at NMHU must re-register between January 30 and February 03, 2012. The student will be required to make full payment, or must complete financial arrangements for all university charges incurred, and pay a non-refundable re-registration/late registration fee of $25.00 and a billing fee of $25.00.

REFUND OF TUITION:
A refund of Tuition and Fees is made in cases of timely, complete, written withdrawal (with the exception of special fees and course fees). Students who find it necessary to withdraw from the University and do so with official approval, may have all or part of their tuition refunded according to the following schedule.

100% - (January 17, 2012)***
90% - (January 18, 2012 – January 27, 2012)
50% - (January 28, 2012 – February 17, 2012)
25% - (February 18, 2012 – March 19, 2012)**

** 1st Day of the session begins with the 1st day of registration. **There will be no refund after the last day designated above.**
*** Room and Board will be prorated.
Note: Students must have accounts paid in full if they are to receive Business Office clearance for registration. Please call Ida at (505) 454-3008, Annette at (505) 454-3444 or Darlene at (505) 454-3222, or e-mail sar@nmhu.edu if you have questions.