NEW MEXICO HIGHLANDS UNIVERSITY

BUSINESS OFFICE INFORMATION SHEET
Fall 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 school **(August 13)**
  1/3 payment 30 days thereafter **(September 14**)
  1/3 payment 30 days thereafter **(October 19)**

A $25 billing fee will be assessed to the student's account if the account is not paid in full by **August 13, 20012**.

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 August 30, 2012 will have their registration cancelled and be disenrolled from all classes on August 31, 2012. Students with a cancelled registration who wish to be enrolled at NMHU must re-register between Sept. 3, 2012 and Sept. 7, 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 and a billing fee of $25.

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% - (August 20, 2012)***
90% - (August 21, 2012 – August 31, 2012)
50% - (September 1, 2012 – September 14, 2012)
25% - (September 15, 2012 – October 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 us at 505.454.3444, 454.3008, 454.3222 or e-mail to sar@nmhu.edu if you have questions.