

BUSINESS OFFICE INFORMATION SHEET

Spring 2013

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 07**)
 - 1/3 payment 30 days thereafter (**February 08**)
 - 1/3 payment 30 days thereafter (**March 08**)

A \$25 billing fee will be assessed to the student's account if the account is not paid in full by **January 07, 2013**. 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 **February 1, 2013**. All reimbursements will be mailed to the mailing address (MA) on Tuesday of the following week unless you have direct deposit.

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 14) will have their registration cancelled and be disenrolled from all classes on January 25, 2013. Students with a cancelled registration who wish to be enrolled at NMHU must re-register between January 28 and February 01, 2013. The student will be required to make full payment, or must complete financial arrangements with the business office 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 14, 2013)**
- 90% - (January 15, 2013 – January 25, 2013)**
- 50% - (January 26, 2013 – February 15, 2013)**
- 25% - (February 16, 2013 – March 18, 2013)****

**** 1st Day of the session begins with the 1st day of registration. There will be no refund after the last day designated above.**

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.