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 11)
  1/3 payment 30 days thereafter (September 15)
  1/3 payment 30 days thereafter (October 17)

A $25 billing fee will be assessed to the student’s account if the account is not paid in full by August 11, 2008.

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 (August 18, 2008) will have their registration cancelled and be disenrolled from all classes. Students with a cancelled registration who wish to be enrolled at NMHU must re-register between Sept 1st and Sept. 5, 2008. 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% - (August 18, 2008)***
- 90% - (August 19, 2008 – August 29, 2008)
- 50% - (August 30, 2008 – September 12, 2008)
- 25% - (September 13, 2008 – October 17, 2008)**

** 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 Annette at (505) 454-3444 or Ida at (505) 454-3008, or e-mail to almartinez@nmhu or ifallemand@nmhu.edu if you have questions.