BUSINESS OFFICE INFORMATION SHEET
Summer 2015

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:
  1/2 payment prior to or on the first day of class attendance (June 01, 2015)
  1/2 payment 30 days thereafter (July 02, 2015)

A $25 billing fee will be assessed to the student’s account if the account is not paid in full by June 01, 2015.

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 will have their registration cancelled and be disenrolled from all classes on June 15, 2015. Students with a cancelled registration who wish to be enrolled at NMHU must contact the business office between June 16 and June 22 to re-register. 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.

<table>
<thead>
<tr>
<th>%</th>
<th>Description</th>
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<tbody>
<tr>
<td>100%</td>
<td>(First Day of Class)</td>
</tr>
<tr>
<td>90%</td>
<td>(10% of Semester)</td>
</tr>
<tr>
<td>50%</td>
<td>(25% of Semester)</td>
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<tr>
<td>25%</td>
<td>(50% of Semester)</td>
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</tbody>
</table>

Students who drop a class after the June 5th deadline are responsible for payment of 100% of tuition and fees charges assessed for that particular class.**

** 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 (505) 454-3465 or e-mail sar@nmhu.edu if you have questions.