Setting up a Payment Plan in the Student Account Center

Begin by logging into your my CNM at CNM.edu

Click on the Cashiers link. Then Click on Pay Here, in the Make a Payment box.

Click on the Student Account Center button

You will be redirected into the CNM Student Account Center in a new browser window.

Click on Payment Plans.

Click on “Enroll Now”
Click the drop down arrow and select Term and click “Select”

Review and click “Continue”

Please note: There is a non-refundable Setup Fee of $30.00 that will be added to your balance.
Input the down payment (minimum $20.00) and Click “Display Schedule

Note: This down payment does not include the $30.00 Setup Fee.

Review the Payment Schedule, select “yes” or “no” for automatic payments then Click “Continue”
Choose your payment method and click “Select”

Fill in Account Information and Click “Continue.”
Credit Card Method:

Select Payment Method

<table>
<thead>
<tr>
<th>Payment Method</th>
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<tbody>
<tr>
<td>Credit or Debit Card</td>
<td>Select</td>
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Electronic Check - Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e., credit cards, home equity, travelers checks, etc.

Debit and Credit Card - We accept the following credit and debit cards:

![Credit Card Logos](image1)

Read ALL Terms & Conditions and Click “I Agree” and “Continue.”

Print Agreement for your records.

Please read the following agreement carefully before you continue.

1. STUDENT: hereby agree to pay the balance deferred as stated in this agreement in 2 installment payments on or before the due date specified for each installment. I understand that INSTALLMENT AMOUNTS may change over time to account for any new charges, payments, or financial aid adjustments. I also agree to pay the payment plan setup fee of $6.00 plus a non-refundable registration fee of $60.00. I also understand that failure to meet the terms of this agreement may entitle Central New Mexico Community College to (1) declare the full balance immediately due and payable by law; (2) refuse subsequent registration for any classes and/or drop current classes; (3) deny further enrollment in any payment plan, and (4) withhold grades, diplomas, or transcripts from being released until the unpaid balance, as well as all attorney fees, legal expenses, and other collection costs are paid in full.

Financial Aid Students:

1. If you are signing up for this agreement due to an issue with your financial aid file (suspension, appeal pending, missing documentation, etc.) it is your responsibility to contact the cashier’s office to be removed from the Payment Plan once your aid has been awarded or reinstated.

2. If you do not cancel your enrollment from the plan with cashiers, scheduled payments will be processed.

3. Your financial aid award will take precedence over this plan and will be used to pay any charges due in accordance with your signed deferment.

4. Payments made prior to the awarding or reinstatement of financial aid will be applied toward your account and will not be refunded.

Drops & Withdrawals:

In the event of a drop or withdrawal any refunds due will be applied to the outstanding balance, and any remaining balance remains due and payable. Failure to personally drop or withdraw within the refund period, in accordance with published procedures, does not relieve you of your obligation to pay.

General Provisions:

CNM may forgive enforcing any of its rights and remedies under this agreement without losing them.

List Initials:

Approved by:

Print Agreement:

I agree

Continue
Enrollment Confirmation Screen:

Thank you, your payment was processed successfully. Your enrollment in Celm Summer Payment Plan was processed successfully.

<table>
<thead>
<tr>
<th>Payment Confirmation</th>
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<tbody>
<tr>
<td>Payment Date:</td>
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<tr>
<td>Payment Time:</td>
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<tr>
<td>Name of Payee:</td>
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<td>Account Number:</td>
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<tr>
<td>Account Type:</td>
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<tr>
<td>Description:</td>
</tr>
<tr>
<td>Student Name:</td>
</tr>
<tr>
<td>Confirmation Number:</td>
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<td>Authorization Code:</td>
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Credit card payment for this transaction. Please print this page for your records.

You will also receive a confirmation email at your cnm.edu email address confirming your enrollment in a payment plan.

This is an automated message to confirm that your payment plan enrollment was successful. Payment plan details along with your installment schedule are listed below.

*************** Payment Plan Details ***************
Payment Plan Name: [CEN Summer Payment Plan]
Down Payment: $ 100.00 payment submitted.
1st Installment: $ 100.00 due on 06/04/2013.
2nd Installment: $ 100.00 due on 07/08/2013.

This is a test system.

... This message has been scanned for viruses and dangeroust content by MailScanner, and is believed to be clean.