



PAYMENT PLAN

Spring Term 2010

PLAN INFORMATION:

- There is a \$10 **non-refundable** fee per term for participating in the Payment Plan.
- Payment Plans are available for balances of **\$100 or more**.
- Students must pay **10%** down + \$40 Registration fee + \$10 fee with balance due on due dates designated below.
- Payment Plan must be turned into cashiers prior to regularly scheduled drops for nonpayment
- Student cannot be on Financial Aid through CNM (UNM Consortium Agreements are exception).
- **Student failure to drop or withdraw within the refund period, in accordance with published procedures, does not relieve you of your obligation to pay. No extensions to this payment plan will be granted for any reason.**

STUDENT INFORMATION:

Student Name: _____ Student ID#: _____

Address: _____

Phone: _____ Day _____ Other _____ Email: _____@cnm.edu

PAYMENT INFORMATION: ***TO BE FILLED OUT BY CNM STAFF***

Total Tuition & Fees	_____	_____	1st Installment	_____
			Due Friday, February 26, 2010	
10%	_____	_____		
	\$50.00	_____		
+ \$10 Plan Fee	_____	_____	2nd Installment	_____
& \$40 Reg. Fee	_____	_____	Due Friday, March 26, 2010	
Total Initial Payment	_____	_____		

TERMS & CONDITIONS

- 1) **Eligibility Requirements:** You must meet all of the following requirements to qualify:
 - a. Tuition, fees, and related charges must be at least \$100
 - b. Initial payment of 10% of total charges + \$40 Registration fee + \$10.00 fee must be received upon enrollment
 - c. Student must not be on Financial Aid through CNM (UNM Consortium Agreements are an exception)
- 2) **Eligible Student Account Charges:** All registration fees, tuition, and course fees posted to your student account may be included under the Payment Plan.
- 3) **Payment Requirements:** One-half of the remaining balance for the current term is due on Friday, February 26, 2010 and the second half is due Friday, March 26, 2010. If full payment is not received your student account will be placed on hold.
- 4) **Payment Methods:** 1st Installment must be paid in person (cash, check, Mastercard, VISA, debit card) or by telephone (Mastercard or VISA). On-line payments can only be made for the Total Balance Due. The on-line system cannot accept a partial payment.
- 5) **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. Student accounts will be placed on hold until payment is made in full, and a student who fails to pay their classes in full before registration for the following term begins will be unable to register or obtain academic transcripts.** If original payment was by Credit Card, the card must be presented in person in order for any refund to be processed. **NEW – CNM’s Registration fee of \$40 is now NON-Refundable.**
- 6) **Schedule Changes & Adding Classes:** If a class is added to your schedule or a change of section occurs (initiated by the student or CNM), **regardless** of whether it has an associated tuition or course fee, the cashiers office **must be notified within the same business day** and any new charges must be added to the Payment Plan. **If the cashiers office is not notified your classes may be dropped for non payment.** (Contact the Cashiers by **telephone or in person**. Email, drop box or voicemail messages are not an adequate form of communication for this purpose).
- 7) **General Provisions:** CNM may forgo enforcing any of its rights and remedies under this agreement without losing them.

Initial confirming that you have read term #5 & #6.

CASHIERS OFFICE PHONE # 224-3471 (MAIN) / 224-5590 (JMCMC)

I have read and understand the above statements regarding the CNM Payment Plan and the information I have provided is correct to the best of my knowledge.

STUDENT SIGNATURE: _____ Date Signed : _____