

PROMISSORY NOTE

INSTRUCTIONS:

- Fill out form and return to the cashier's office in person, by fax, email or mail (see below).
- If you email or fax your promissory note, it will not be processed to your account until we receive your initial down payment.
- If your balance is \$250 or more, a 10% down payment is required. Your installment payments must be greater or equal to your down payment.
- If your balance is \$250 or less, a \$25 down payment is required. Your installment payments must be \$25 or more.

Name: _____ Student ID #: _____
Phone #: _____ Email Address: _____
Current Address: _____ City: _____ State: _____ Zip code: _____

I agree to the following terms of this Promissory Note:

I understand CNM will place a financial hold on my student account until the balance is paid in full, preventing me from registering for future classes or receiving my diploma.

Also, I understand if I do not comply with the payment terms below, my account will be turned over to a collection agency. In the event that my account is turned over to collections, I agree to pay all collection costs including legal fees at the statutory rate, on the outstanding balance.

Term/Year Owed: _____ (example: Spring 2015)

Amount Owed: \$ _____

Down Payment: \$ _____

Balance Owed: \$ _____

☐ One-time payment of remaining balance \$ _____ Date: _____
(Must be paid within the next 30 days)

☐ I would like to make payments of \$ _____ ☐ weekly ☐ bi-weekly ☐ monthly

My installment payments will begin on this date: _____

Student Signature: _____ Date: _____

Authorized CNM Signature: _____ Date: _____

Cashiers Phone: 505.224.3471

Cashiers Fax: 505.242.3877

Cashiers Email: cnmcashiers@cnm.edu

Mailing Address: CNM, Attn: Cashiers Office, PO Box 4586, Albuquerque, NM 87196

REVISED: 08/27/25