

## Tuition

Tuition is a charge that helps to defray the costs of the education offered at ENMU. Student fees are added to the basic tuition rate to enable ENMU to offer student related services such as Health Services, Student Government, board of activities and other student activities. These fees are mandatory.

Tuition and student fees are charged according to the number of credit hours carried by a student; auditors (those enrolled in a course for no credit) pay the same as students enrolled for credit. All charges are due by the Friday after classes begin unless arrangements have been made with the Office of Student Accounts. Students may request an installment payment plan and pay one-fourth of the total charges initially, with the balance payable in three equal monthly installments. A \$10 fee will be assessed for using the payment plan. Student registration is not complete and enrollment is not official until payment and/or payment arrangements are made.

Each student, regardless of payment method (Financial Aid, Scholarship, Contract, Special Billing, Tuition Waiver, etc.), is solely responsible for ensuring that proper payment and/or payment arrangements have been made by the payment deadline, published in the current class schedule. Once payment and/or arrangements have been made, a confirmation code will be entered on the student's account by the Office of Student Accounts or the Cashier. This confirmation code will activate the registration. Registration will be canceled for students who have not followed these procedures by the printed deadline.

**It is the student's responsibility to keep their address updated in the Office of the Registrar or Office of Student Accounts. The University cannot be responsible for cancellation of a student's registration due to mail problems.**

All tuition and student fee charges as well as course fees and special services fees are subject to change without notice. Students with a bachelor's degree will be charged graduate rates regardless of the level of class enrolled in, unless they have applied and have been accepted for post-baccalaureate admission status (see ENMU's undergraduate catalog for details). Students in this category may not take graduate courses. Tuition and Fee Schedules change according to Legislative and/or Board of Regents' action. Up-to-date tuition and fees schedules can be found in the current semester class schedule or by calling 800-FOR-ENMU, extension 5.

## Withdrawal from the University- Financial Responsibility

Once a student registers, the student is responsible for the total charges assessed regardless of whether the installment payment plan is used. Refund percentages are applied to total charges assessed and not the amount paid. This means that a student who withdraws before paying all contract payments may receive a bill rather than a refund. Not attending classes does not constitute official withdrawal.

## Tuition Reduction

A student may be eligible for a senior citizen discount if he/she is 65 or older and a New Mexico resident. The Office of Enrollment Services requires evidence of this. The cost per credit hour for 1 to 6 hours will be \$5.00. If enrolled for more than 6 hours, students will pay regular price for all hours enrolled.

## Tuition and Student/Course Fee Refund Policy

The refund schedule is based on the first day of the semester, not on the initial class meeting.

The refund schedule for fall and spring (16-week classes):

- a. Refund of 100% through day 5.
- b. Refund of 75% through day 10.
- c. Refund of 50% through day 15.
- d. Refund of 25% through day 20.

Specific dates are published each semester in the class schedule.

Refund percentages vary for the eight-week classes and summer session classes. Refer to the class schedule for specifics.

## Tuition Refund Appeals Procedure

A withdrawing student must submit a written appeal to the vice president for Business Affairs explaining individual circumstances that would warrant an exception to the published refund policy. The vice president will make the decision to approve or deny the appeal.

## Collection Agencies

Following the end of each semester, students who have delinquent account balances may receive a series of itemized statements requesting payment. Failure to receive a bill from ENMU does not relieve the student of the responsibility for payment. If payments or payment arrangements are not made on a timely basis, the account may be placed with a collection agency. Collection fees, interest, court costs and attorney fees may be added to the account, for which the debtor may be responsible.

## Methods of Payment

Checks or money orders should be made payable to Eastern New Mexico University and mailed to: Business Office, ENMU Station 4, 1500 S. Ave. K, Portales, NM 88130.

Please do not mail cash. All payments should have the student's name and ENMU ID number or social security number on the check.

Other payment options are:

1. In person at the Cashier Office in the Administration Building.
2. Drop box in front of the Administration Building.
3. Call the Cashier Office with a payment by credit card (VISA, Master Card, American Express, or Discover).
4. Financial Aid/Scholarship payments.

## Resident/Non-Resident Status

For tuition purposes, a resident is defined as a student who meets each of the following qualifications:

1. The student has been continuously domiciled in New Mexico for a period of not less than 12 months immediately preceding the semester for which he/she is petitioning.
2. The student has both declared and proved intent to become a permanent resident of the state.
3. The student is at least 19 years old.
4. The student is financially independent of parents; that is, the student was not counted as a dependent on the tax return of the parents for the tax year immediately preceding the year in which the student applies for residency or the student is 23 years of age or older.

Federal and military service employees and their dependents are governed by different rules. Persons in these categories should contact the director of Enrollment Services.

Out-of-state tuition is not charged to any student during summer sessions, nor is out-of-state tuition charged to students taking six or fewer semester credit hours during any enrollment period.

Students who wish to have their residency status changed must submit a petition 30 days prior to the semester for which they wish the change in status. The latest date a petition can be accepted is three weeks after the first day of registration. Students should submit their petition prior to registration to expedite the process.

Petition forms and further information may be secured from the Office of Enrollment Services in the Student Academic Services Building, room 107.

## Graduate Student and Family Housing

The University offers housing to fit the needs of almost every student, single or married. The University realizes families and graduate students have different requirements from those of single undergraduates and has a selection of low cost housing available.

Rents are due on the first day of each month. All utilities are furnished, including cable TV and basic telephone. Most apartments are furnished. For more information, contact the Office of Housing and Residence Life in the Campus Union at 575-562-2631 or 575-562-2632.

## Student Delinquent Accounts and Loans

Transcripts and other University records of any student or former student will not be released or delivered to the student, any other person, entity, or institution until the student's debts owed to the University and its affiliates have been paid or arrangements made satisfactory to the University. This policy is applicable to all debts including, but not limited to, student loans, as allowed by law.

## Medical Insurance

The University makes available to all students limited medical and hospitalization insurance at a reasonable premium rate. International students are required to have this medical insurance; however, the insurance is optional for other students.

## Fees

Please refer to the class schedule for special fees, such as thesis binding, as these fees are subject to change.