

Tuition and Fees

Residency Definition for Tuition Purposes

For tuition purposes, a resident is defined as a student who meets each of the requirements **before the first day of classes for that term:**

1. At least 19 years of age
2. Financial independence
3. Written declaration of “intent” to become a resident
4. Specific overt acts documenting intent

For more detailed information on the above and other circumstances related to these regulations please contact the Office of Enrollment Services (Student Academic Services Building, Room 107).

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

Petitions for changes in residency status will be accepted beginning 30 days prior to the semester for which the petition applies. Students are requested to petition prior to registration. The latest date a petition, along with all completed documents and verifications, can be accepted is 21 calendar days after the first day of classes. Petition forms and further information may be obtained from the Office of Enrollment Services (Student Academic Services Building, Room 107).

Tuition and Fees

Tuition is a charge that helps 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 Student Health Services, Student Government, Associated Student Activities Board and other student activities. These fees are mandatory.

Tuition and 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 tuition and fees as students enrolled for credit. All charges are payable at registration unless arrangements have been made with the Office of Student Accounts. Students who request an installment payment plan must make an initial payment of one-fourth of the total charges, with the balance payable in three equal monthly installments. An installment payment plan fee of \$10 will be assessed. Payment plans may be set up and payments may be made online at www.enmu.edu/onlinepayments. Student registration is not complete and enrollment is not official until payment or payment arrangements are made.

All tuition and student fee charges as well as course fees and special services fees are subject to change without notice. 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, online (www.enmu.edu/fees), in the Office of Enrollment Services’ publications or by calling 800-367-3668 (FOR-ENMU), ext. 5.

Withdrawal from the University — Financial Responsibility

Once a student registers, he or she 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 installment plan payments may receive a bill rather than a refund. Not attending classes does not constitute official withdrawal. **It is the student’s responsibility to make sure his/her correct mailing address is on file. The University is not responsible for cancellation of a student’s registration due to mail problems.**

Tuition Reduction

A student may be eligible for a senior citizen discount if he/she is 65 or older and a New Mexico resident. Students are required to:

- request the reduction in tuition;
- demonstrate evidence that they have met the age requirement;
- be a resident in New Mexico according to existing criteria for residency set by the University;
- enroll for six credit hours or fewer during the semester of enrollment;
- meet all course prerequisites;
- pay for any course fees, including extraordinary course fees in continuing education programs;

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 in which enrolled.

Refund Schedule

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:

- a. Refund of 100% through day 5
- b. Refund of 90% 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.

Tuition Refund Appeals Procedure

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

Undergraduate Tuition and Fees for 2011-2012

	N.M. Resident	Non-Resident
Students carrying 12-18 hours per semester	\$2,073.48	\$4,829.04
Students carrying fewer than 12 or more than 18 hours, per credit hour	\$ 172.79	\$ 402.42
Students carrying six or fewer hours, per credit hour	\$ 172.79	\$ 172.79

Room and Board Rates

Room rates are set each year and are in place for the contract year of fall and spring semesters for traditional halls. Apartments have the option of 10 or 12 month leases. Summer residency can also be arranged in traditional halls, if space is available. The requirements to live in campus-owned residences is noted in the Campus Residence Policy see page 24.

Board rates are set each year and are in place for the contract year of fall and spring semesters. ENMU sponsors a “Carte Blanche” meal plan that offers students unlimited meals at the CUB dining room from 7:30 a.m. to 7:30 p.m. during the week and limited hours on weekends. Three other venues, located in the Jack Williamson Liberal Arts Building, the Golden Library and the CUB offer a variety of beverages and snacks for students on the go. In addition, a Commuter meal plan is offered. Meal plans are not active during vacation periods such as Thanksgiving, fall break, winter break and spring break and some of the days the University is not in session. Meal plans are available to off-campus students at the same rates. Current costs for the various meal plans, room rates and rentals are available at www.enmu.edu/housing.

Student Delinquent Accounts and Loans

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

Collection Agencies

Accounts that remain unpaid at the end of each semester may be placed with a collection agency. Collection fees will be added to the account, for which the student will be responsible. If ENMU obtains judgment from a court of competent jurisdiction, the debtor shall also be liable for the court costs and attorney fees. Failure to receive notification of indebtedness from ENMU does not relieve the student of financial responsibility.

Methods of Payment

Paperless Billing

ENMU does not mail statements. Students or their authorized user may view the account online:

www.enmu.edu

Click on the “Pay online” icon.

Sign on with ENMU ID number and password.

Proceed to view monthly ebill.

To Pay Online

www.enmu.edu

Click on the “Pay online” icon.

Sign on with ENMU ID number and password.

Proceed to pay with credit card or ACH payment (routing and checking or savings account numbers required).

To Create a Payment Plan Online

www.enmu.edu

Click on the “Pay online” icon.

Sign on with ENMU ID number and password.

Proceed to “Enroll in a Payment Plan” tab.

Students may set up a payment plan to pay semester tuition in four payments. When enrolling in a payment plan, a portion of the balance will be due at set up.

Third Party Sponsored Students

If a third party is paying the student’s tuition, the Office of Student Accounts must receive an authorization letter prior to the payment deadline. All charges not covered by the authorization, including any prior semester charges, must be paid by the deadline.

Payments must be received by 5:00 p.m. on the published deadline date.

Payment in Person

The Cashier Department is located in the lobby of the Administration Building. Hours of operation are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Payment by Mail

Make check or money order payable to Eastern New Mexico University. Include the student’s name and ID number on the check.

Mailing Address:

ENMU

1500 S Avenue K

Business Office, Station 4

Portales, NM 88130

Direct Deposit of Refunds

Students may choose to deposit financial aid refunds directly into their bank accounts:

www.enmu.edu

Click on the “Pay online” icon.

Sign on with ENMU ID number and password.

Click on “Create a Refund Profile.”

Click on “Payment Profile.”

From “Add a Payment Method” drop down menu select “Electronic Check” and click “Go.”

Fill in bank information

Check mark the “Refund Option” box.

For information, call the Office of Student Accounts at 575-562-2615.

Course Fees

Subject	Courses	Fee	Subject	Courses	Fee
AG	101, 102, 203L, 204L, 250, 325, 331, 432, 450	\$10	CHEM	251L	\$10
AG	348, 349, 350, 351, 433	\$20	CHEM	113L, 151L, 152L, 233L, 321L, 450L, 550L	\$15
AG	421	\$30	CHEM	341L, 342L	\$20
AG	231, 275, 280, 300	\$50	CHEM	475	\$25
ANTH	475, 575	\$25	CHEM	401L	\$30
ANTH	482, 583	\$200	COMM	110L, 210L, 212, 220L, 302, 306, 307, 344, 412, 420, 422, 423, 456	\$25
ART	364, 367	\$40	ELED	562, 535, 537	\$20
ART	271, 318	\$60	ELED	460, 523	\$100
ART	101, 135, 136, 137, 142, 143, 231, 312, 316, 324,	\$90	ESL	095L	\$20
ART	210, 212, 213, 293, 306, 314, 326, 332, 334, 335, 340, 352, 353, 406, 417, 419, 423, 453, 482, 485, 493	\$100	ESL	091, 095	\$50
BIOL	207L, 209L, 210L, 300L, 302L, 303L, 404L, 411L, 433, 460L, 504L, 505L, 510L, 511L, 515L, 524L, 530L, 531L, 533L, 536L, 542L, 560	\$10	FCS	103L, 213L, 301, 332L, 335L	\$50
BIOL	301L, 341L, 525L	\$15	FCS	104L, 105L, 216L, 242L	\$150
BIOL	424L	\$20	GEOL	475, 575	\$25
BIOL	151L, 152L, 307L, 405L, 425L, 431L, 436L, 442L, 475, 527L, 575	\$25	HPE	221, 299 (WSI)	\$10
BIOL	406L, 422L, 450L, 509L, 522L, 550L,	\$30	HPE	220, 299 (Lifeguard Trng)	\$15
BIOL	410L, 420L	\$35	IS	151, 201, 241, 281, 343, 420, 430, 435, 440, 460	\$10
BIOL	214L	\$38	MUS	293, 493	\$50
BIOL	421L, 521L	\$52	MUS	Privatelessons/per hour	\$50
BUS	281, 460	\$10	SED	532, 535, 537	\$20
CDIS	445, 446, 501, 502, 503	\$25	SED	460, 597	\$100
			SPED	445, 547	\$100

Special Fees

Dishonored check handling	\$30
Examination for course challenging	\$15 per credit hour
Graduation:	
Each degree (diploma fee, certificate fee, nonrefundable)	\$15
Replacement diploma	\$15
Replacement diploma cover	\$10
ID card:	
New	\$25
Replacement ID	\$10
Installment payment plan	\$10
Orientation:	
New students under 30 hours	\$95
Transfer students enrolled up to 6 hours	\$35
Transfer students enrolled over 6 hours	\$60
Reinstatement	
(late fee for not paying registration on time)	\$50

Child Development Center Laboratory School

(Accident insurance included.)

Fall and Spring Semesters

(During fall and spring semesters morning snack, afternoon snack and full lunch are provided.)

Time Blocks	Times	2011-2012
Half Time	7:45 a.m. to 12:30 p.m.	\$500
Full Time	7:45 a.m. to 5:15 p.m.	\$1,000

Summer Session

(During summer semester morning snack, afternoon snack and beverages are provided. Lunch is not provided during summer session.)

Time Blocks	Drop off time	2011-2012
Half Time (8 week session)	7:45 a.m. to 12:30 p.m.	\$206
Full Time (8 week session)	7:45 a.m. to 5:15 p.m.	\$443
Half Time (4 week session)	7:45 a.m. to 12:30 p.m.	\$103
Full Time (4 week session)	7:45 a.m. to 5:15 p.m.	\$222

All fees are subject to change.