



NMMI Business Office Policies

Section 1: *Must be signed by Cadet (18 or older) OR Parent/Guardian*

Cadet Name: _____

Cadet Number: _____

I understand and agree:

- (a) that tuition, fixed fees, room and board are charged on a one-semester basis. I agree that by August 31st for the fall semester, and January 31st for the spring semester, I shall pay the charges set forth in full, or an acceptable payment arrangement plan will be made. If a deferred payment plan has been selected, a deferred service fee will be charged and I agree to follow the payment schedule. I further understand that if any payment is missed, the cadet will be disenrolled from classes. I also agree to pay all charges made to the cadet account. All charges for the current semester must be paid before enrollment will be allowed for a subsequent semester.
- (b) that there are no cash withdrawals allowed from the cadet account.
- (c) that the cadet accident insurance is mandatory for all cadets. I also understand that proof of medical insurance for the cadet must be provided by August 31st for the fall semester and January 31st for the spring semester. If not provided by this date the cadet account will automatically be charged with the school medical insurance fee. I understand the cadet health insurance plan is mandatory and I have read the NMMI Health Services Fact Sheet.
- (d) that scholarship awards are credited to the tuition account on the third Friday of classes unless the cadet has withdrawn or initiated the withdrawal process by obtaining a withdrawal form. Purposeful delay of the withdrawal will be considered as grounds for denial of scholarships. Cadets, who withdraw from school for any reason during the first semester, will not be entitled to the scholarship if he/she is re-enrolled during the same academic year. ROTC Scholarships are administered separately under policies provided by the United States Army and will be credited to applicable recipients accounts upon receipt.
- (e) that awards to recipients of financial aid and/or athletic scholarships are subject to revision. If I am awarded financial aid, I accept credit to my account for tuition and other charges and accept the balance to be credited to my cadet account.
- (f) that at the end of any semester, any student whose accounts have not been paid in full will not be eligible to re-enroll for a subsequent semester. NMMI reserves the right to cancel the registration of any student who fails to pay, when due, any indebtedness. Transcripts, diplomas and credits will be withheld until all financial obligations are paid.
- (g) that should a cadet withdraw or be dismissed, the semester tuition and fee charges (other than matriculation and fees imposed as a penalty) will be refunded as follows:

- | | | | |
|-------------------------|------|-----------------------|-----|
| • First five class days | 100% | • Next ten class days | 50% |
| • Next five class days | 75% | • Next ten class days | 25% |

Please allow four (4) to six (6) weeks to process your account.

There will be no refund for the semester room charge or the high school recruit at training fee after the first day of classes. Semester board and laundry charges will be prorated on a weekly basis. The insurance fee is non-refundable but insurance coverage is continued for the policy period. No refund will be made for uniform items which have been altered, laundry marked or worn. End of the year balances remaining in the cadet account will be refunded in full by June 20th provided a balance is not due for tuition and fees. Unpaid balances become due and payable at once.

- (h) that I can and will be charged for barracks damages if there are any damages found in the cadet's room. Also, I can and will be charged for a room cleaning fee if the cadet's room is not up to the standards presented by the Commandant's Office.
- (i) that if I have an unpaid balance, at the end of a semester or after withdrawal or dismissal, and do not make any payment when it is due, I promise to pay all reasonable collection costs, including attorney fees, court costs, and other fees necessary for the collection. I further consent to your collection agent(s), to use written, electronic or verbal means to contact me as the law allows.
- (j) Charges based on residency status are not final until verified by the Registrar's Office.

Cadet Signature (*must be 18 or older*): _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Section 2: *Cadet (18 or older) OR Parent/Guardian must complete this section*

Cadet or Parent/Guardian Name(s): _____ and _____

Social Security Number(s): _____ and _____

Permanent Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Mobile/Other Phone: _____

Employer: _____ Mailing Address: _____

Telephone: _____ City: _____ State: _____ Zip Code: _____