



FINANCIAL CHARGES AND PAYMENT POLICY



1. **Tuition and Fees** – Tuition, fixed fees, room, board, laundry, tuition refund insurance premium, laptop rental fee and international fee as listed on the applicable cost sheet, which can be found at <https://www.nmmi.edu/business/>, are charged each semester.

a.) Other charges to a student's account may include the following:

- Lab fees
- Test fees
- Barracks breakage and cleaning
- Military property shortage
- Uniform issues
- Matriculation fee
- Infirmery prescription charges
- Computer loss or damage
- Recruit in training fee
- Library losses and fines
- State textbook losses
- Laptop not turned in at year end or separation from NMMI

b.) Those students fully funded for the semester by federal funds or athletic scholarships, may charge books and related school supplies through the third Friday of classes. Charges in excess of funding will not be allowed.

c.) A monthly statement itemizing all charges will be forwarded to the responsible party around the twenty-fifth of the following month.

d.) Cadets requiring personal items, school supplies or replacement uniform items may purchase these at the on campus cadet store. The cadet store accepts debit and credit cards as well as the Bronco BuX card.

The Bronco BuX card is a prepaid spending account which offers cadets a convenient secure way to make cashless purchases on campus while enrolled at the Institute. Bronco BuX can be purchased by anyone who wishes to add value to their ID Card. These funds offer the most flexibility as they can be used at the Cadet Store, PX Grill and Coffee Shop or in the Game Room/Bowling Alley. More information on the Bronco BuX prepaid spending account can be found at <https://nmmi.campuscardcenter.com>.

Other alternatives include local bank accounts, maintaining hometown bank accounts, automatic teller machines, mailing funds directly to the cadet, etc.

2. **Financial Obligation** – Enrollment is not considered complete unless tuition and fees have been paid in full or you are enrolled in our payment plan from NMMI's authorized service provider. You will not be eligible to matriculate until your financial obligation has been met, along with a signed Business Office Policies.

Service Provider Payment Plan- New Mexico Military Institute offers a payment plan that allows you to make automated monthly payments with flexible payment methods at no interest. Payments are processed on the 5th of each month. Balance remaining after down payment will be spread equally over the number of payments. If a scheduled payment is missed, the account will be placed on financial hold and the cadet is subject to disenrollment from school for non-payment. Note: A fee is charged for this service.

3. **Credit Cards** – The Business Office, Cadet Store, PX Grill and Coffee Shop, Game Room/Bowling Alley, and Golf Pro Shop will accept VISA/MasterCard, American Express and Discover cards. Payments can also be made on-line for all Business Office charges. **Cash advances are not available.** The Cadet Store, PX Grill, Coffee Shop and Game Room/Bowling Alley also accept Bronco BuX; go to <https://nmmi.campuscardcenter.com> for more information on this program.

4. **Financial Responsibility** – ANY PAYMENTS MISSED CAN RESULT IN THE DISENROLLMENT OF THE STUDENT. 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 DIS-ENROLL OR CANCEL THE REGISTRATION OF ANY STUDENT WHO FAILS TO PAY, WHEN DUE, ANY INDEBTEDNESS. ACADEMIC CREDITS, TRANSCRIPTS, AND DIPLOMAS WILL BE WITHHELD UNTIL ALL FINANCIAL OBLIGATIONS ARE MET. CLASSES CANNOT BE SCHEDULED FOR FUTURE SEMESTERS EITHER.

5. **Scholarship Policy**

a.) Institutional scholarships will be credited to the recipient's tuition account on Friday of the third week 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. If a student withdraws from school for any reason during the first semester, he/she may not be eligible to receive scholarships if he/she is re-enrolled during the same academic year.

b.) ROTC scholarships are administered under policies provided by the US Army and are issued directly to the recipients when awarded. Students anticipating these funds must have already paid in full or be enrolled in the NMMI authorized service provider payment plan to cover their financial obligations before matriculation day.

6. **Refund Policy**

Should a cadet withdraw or be dismissed, the semester tuition and fixed fee charges (other than laundry and blue book charges) 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%

Semester board and laundry charges will be prorated on a weekly basis. After the first day of classes there will be no refund for the semester room charge, high school recruit at training fee, lap top rental fee or the tuition refund insurance premium. No refund will given for the enrollment fee, blue book charge, matriculation fee, international fee, damage and loss charges, or uniform item, which have been altered, laundry marked, worn or used. To request a copy of the Withdraw Refund/Charge Schedule please email Debra Morsey at morsey@nmmi.edu. Include the cadet name and ID number.

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

In the event the Institute declares a pandemic emergency and transition to remote on-line learning, only a weekly prorated portion of the board and laundry charges will be refunded, as per the established Withdraw Refund/Charge Schedule.

All charges are subject to change, without notice, by Board of Regents approval.