



# NMMI BUSINESS OFFICE POLICIES

101 West College Blvd.  
Roswell, New Mexico 88201-5173



**REQUIRED FORM: This form must be completely filled out and signed for cadet admittance.**

Cadet Name: \_\_\_\_\_

Cadet Number: \_\_\_\_\_

### I understand and agree:

- (a) That tuition, fixed fees, room, board, tuition refund insurance premium, laptop rental fee and international fee are charged on a per-semester basis. That all charges are subject to change by Board of Regents approval. I understand that payment in full is due by matriculation day unless I have enrolled in the authorized payment plan with NMMI's service provider. If the payment plan is selected, an enrollment 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 dis-enrolled from classes. I also agree to pay all other charges made to the student account. All charges for the current semester must be paid by November 5<sup>th</sup> for the fall semester and April 5<sup>th</sup> for the spring semester.
- (b) Other charges to a student's account may include the following: uniform issues, recruit at training fee, matriculation fee, lab fees, test fees, barracks breakage and cleaning, military property shortage, infirmary prescriptions, computer loss or damage, laptop not turned in at year-end or at separation from NMMI, library losses and fines, and state textbook losses. 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- (c) That scholarship awards are credited to the tuition account on the third Friday of classes unless the cadet has withdrawn or initiated the withdrawal process by obtaining a withdrawal form.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, may 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 funds are sent directly to Cadets. Thus, ROTC Cadets must pay in full, set up a payment plan, and/or have financial aid in place before matriculation day.
- (d) 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.
- (e) 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.
- (f) That 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 pro-rated 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, laptop rental fee or the tuition refund insurance premium. No refund will be given for the enrollment fee, blue book charge, matriculation fee, international fee, damage or loss charges, or uniform items which have been altered, laundry marked, worn or used. Eligible credit balances remaining in the student's account will be refunded in full by June 20<sup>th</sup> or transferred to a sibling's unpaid remaining balance. Unpaid balances become due and payable at once.

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

- (g) 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, my account may be sent to an outside third party collection agency. I promise to pay all reasonable collection fees, including attorney fees, court costs, and other fees necessary for the collection.
- (h) That in regards to the Institute's tuition refund insurance policy, I authorize NMMI to collect any claim payment to which I am entitled under the Tuition Refund Plan and credit it to my account, paying any excess to me.
- (i) Changes based on residency status are not final until verified by the Registrar's Office.

### Cadet (18 or older) OR Parent/Guardian must complete this section

#### \*My typed or signed signature below indicates my acceptance of all terms and conditions.

\*Cadet/Parent/Guardian Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

\*Cadet/Parent/Guardian Signature: \_\_\_\_\_ Print: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Social Security Number(s): \_\_\_\_\_ and \_\_\_\_\_

E-Mail Address (s): \_\_\_\_\_ and \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile/Other Phone: \_\_\_\_\_ and \_\_\_\_\_

Employer: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mail to: Business Office, 101 W. College Blvd., Roswell, NM 88201

Or Fax to: 575-624-8044