

Payment Policy

Students are allowed 48 hours to pay for classes in full or set up a payment plan (through the Nelnet FACTS program). If payment arrangements are not made within 48 hours, the student's course schedule will be dropped. This applies to all amounts including tuition and fees, housing, meal plans, bookstore charges, checks returned for insufficient funds, and charges for student violations or damages to NMJC property.

Payment to the college may be made in full or in installments through the Nelnet FACTS online payment solution or in full at the NMJC Business Office. Should a student have additional charges assessed during the semester, a final bill will be mailed to the student's last known address requiring full payment of the balance. Failure to make satisfactory payment for the entire balance within ten (10) days of the final billing may result in the following:

- The student may be withdrawn from all classes.
- The student may be removed from college housing.
- The student's transcript will be placed on "hold" status.
- Legal collection action may be initiated.
- Prosecution, as provided under the New Mexico Worthless Check Act, may result.

In the case of an "insufficient funds" check, the student must remit full payment of the check amount plus a \$25 service charge.

FUTURE ENROLLMENT WILL BE DISALLOWED UNTIL ALL AMOUNTS OWED BY THE STUDENT ARE PAID IN FULL.

Tuition Payment Plan

Payment in Full

Payment in full may be made either with the NMJC business office cashier (in person or by telephone) or through the online Nelnet FACTS option (there is no additional fee for using the Nelnet system when paying in full).

Installment Payments

To help students meet their education expenses, New Mexico Junior College is pleased to offer Nelnet FACTS as a convenient online payment option. Students who choose to use Nelnet may select installment plans that are spread over several months, depending on the length of the semester. This option is available immediately after the student has registered for classes. A \$30 per semester non-refundable Nelnet enrollment fee will be charged when enrolling in the payment plan. No interest is charged for this service. With Nelnet you may pay your tuition and fees in one of two ways:

- Automatic Bank Payment (ACH) – ACH payments are those payments you have authorized Nelnet to process directly with your financial institution. It is simply a bank-to-bank transfer of funds that you have pre-approved for your expenses at New Mexico Junior College. Payments may be made from either your checking or savings account. If you choose the payment plan, payments are processed on the 5th of each month and will continue until the balance is paid in full.

- Credit Card – Many payers have requested the option of charging their tuition payment to their credit card. This enables them to take advantage of various bonus programs offered by their credit card company.

Nelnet FACTS System

In order to use Nelnet FACTS system, you must sign up online through the T-Bird Web Portal.

- I. Login and click on the link “Nelnet Portal”.
- II. Review your term balance for accuracy, and then click on the “Set up a Payment Plan” button.
- III. Select the appropriate term and click “Submit”. You will then be led through the process of creating a Nelnet agreement. You will need to have the following information available:
 - a. Nine-digit Student ID (A#);
 - b. The name, address, and e-mail address of the person responsible for making the payments;
 - c. Information to create your Nelnet Access Code; and
 - d. Account information for the person responsible for payment.
 - i. If paying by automatic bank payments, you will need the bank name, telephone number, account number, and the bank routing number. Most of the information is located on your check.
 - ii. If paying by credit card, you will need the credit card number and expiration date.