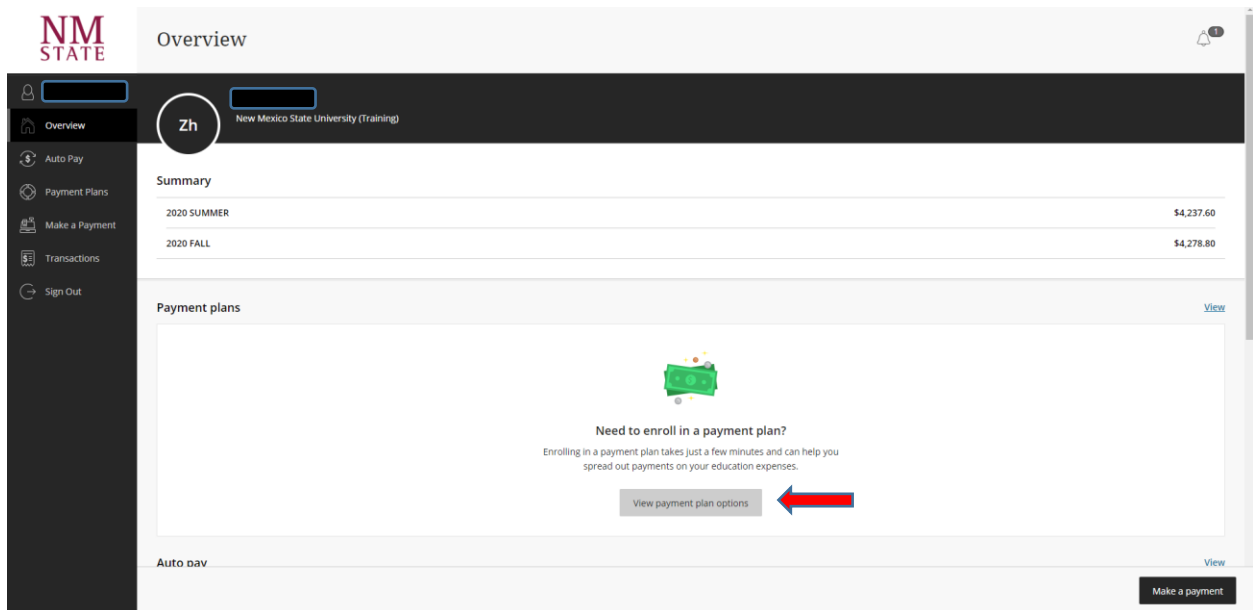


# STEPS TO ENROLL IN THE PAYMENT PLAN

1. Navigate to <http://pay.nmsu.edu> and log in with your my.nmsu credentials.



2. Click on “View payment plan options.”



3. This screen will show you the total charges owed for the semester as well as a breakdown of how the payment plan has automatically calculated equal payments for you. You will be provided with a list of upcoming payments and their due dates.



## 5. There are two pages of Terms and Conditions you must go through before arriving at the “Accept” button.

New Mexico State University  
Payment Plan  
Terms and Conditions

The following disclosures, in addition to the details and disclosures provided above, are made to you pursuant to the Truth in Lending Act:

1. Any student attending New Mexico State University is eligible to participate in this tuition payment plan. However, students with balances due for prior semesters may be restricted from enrolling until all past due financial obligations are satisfied.
2. The creditor is New Mexico State University, located at 1780 E University Ave, Room 701, Las Cruces, NM 88003. Higher One, Inc., located at 80 Swan Way, Number 200, Oakland California 94621, is servicing the Plan on behalf of New Mexico State University. All payments under the payment plan are made to New Mexico State University c/o Higher One, Inc.
3. The payment plan is an installment payment plan. A one-time, non-refundable fee of \$25 will be charged when you enroll in the payment plan. No amount of credit will be distributed directly to you, and no amount will be credited to your account or paid to other persons.
4. If financial aid or scholarship awards are released to your account before you enroll in the payment plan, the total amount due for tuition/fees shall be the total unpaid charges AFTER the financial aid or scholarships have been applied.
5. If you have not completed all requirements for your financial aid application in time to have financial aid applied to your student account, you will have to enroll in the New Mexico State University payment plan.
6. If additional charges, or payments, are posted to your student account after initial enrollment in the plan, the plan will recalculate and the amount due on the remaining payments will be adjusted accordingly.
7. If you fail to make two (2) or more payments, you will have an administrative hold placed on your student record. This administrative hold will prevent future registration, obtaining transcripts, and obtaining your diploma.
8. New Mexico State University payments plans that are delinquent for two (2) consecutive months are subject to cancellation.
9. Upon cancellation of your payment plan, any balance on your student account will be due immediately.
10. A charge of \$10 will be assessed on any past due payments as well as any past due balance that may have occurred in a prior term.
11. If you withdraw consent to the E-Sign Disclosures and Consent provided below, your Plan will be terminated and all amounts owed to New Mexico State University will be due within thirty (30) days of such termination.
12. If New Mexico State University or Higher One, Inc. fails to enforce any terms and conditions stated herein, it shall not constitute a waiver of the underlying obligations agreed to by the student.
13. Your student account is the system of record for all transactions - tuition, fees, payments, financial aid, meal plans, housing, etc.
14. It is your responsibility to ensure that all charges and payments are accurate.
15. You have the right to cancel the payment plan, without penalty, at any time. If you choose to cancel, all amounts owed to New Mexico State University will be due immediately per the published deadlines for the semester. If those deadlines have past, payment in full is due immediately.
16. By checking the box next to "I agree" and clicking the "Accept" button below, you attest that you have read and understand and agree to the terms and conditions stated herein.

E-Sign Disclosure and Consent

This E-Sign Disclosure and Consent (this "Disclosure"), applies to all communications for the tuition payment plan offered by Higher One, Inc. on behalf of New Mexico State University. The words "we", "us", and "our" refer to Higher One, Inc. As used in this Disclosure, "Payment Plan" means your tuition payment plan serviced by us. "Communication" means any customer agreements or amendments thereto, disclosures, notices, responses to claims, transaction history, privacy policies and all other information related to the payment plan, including but not limited to information that we are required by law to provide to you in writing.

1. Scope of Communications to Be Provided in Electronic Form: When you enroll in a Plan, you agree that we may provide you with any Communications in electronic format and that we may discontinue sending paper Communications to you, unless and until you withdraw your consent as described below. Your consent to receive electronic Communications and transactions includes, but is not limited to (i) all legal and regulatory disclosures and Communications associated with the Plan; (ii) notices or disclosures about a change in the terms of your Plan or associated payment feature; and (iii) any privacy policies and notices.
2. Method of Providing Communications to You in Electronic Form: All Communications that we provide to you in electronic form will be provided either (1) via email, (2) by access to a website that we will designate in an email notice we send to you at the time the information is available, or (3) to the extent permissible by law, by access to a website that we will generally designate in advance for such purpose.
3. How to Update Your Records: It is your responsibility to provide us with true, accurate and complete email address, contact and other information related to this Disclosure and your payment plan and to maintain and update promptly any changes in this information. You can update information (such as your email address, phone number, mailing address) via the University Student Records web page at <https://records.nmsu.edu/registrat-services-online/>. For further assistance, please contact them at [records@nmsu.edu](mailto:records@nmsu.edu) or (575) 646-3411.
4. Hardware and Software Requirements: In order to access, view and retain electronic Communications that we make available to you, you must have: • an Internet browser that supports 128 bit encryption; • sufficient electronic storage capacity on your computer's hard drive or other data storage unit; • an email account with an Internet service provider and email software in order to participate in our electronic Communications programs; • a personal computer (for PCs: Pentium 120MHz or higher; for Macintosh, Power Mac 9500, Power PC 604 processor 120 MHz Base or higher), operating system and telecommunications connections to the Internet capable of receiving, accessing, displaying and either printing or storing Communications received from us in electronic form via a plain text-formatted email or by access to our website using one of the browsers specified below. We recommend that you use our website with a supported browser. The following is a list of browsers supported by Higher One, Inc.: Internet Explorer (on Windows) Versions 7.0 and 8.0 Firefox (on Windows) Version 3.6 Safari (on OS X) Newest Release Only.
5. Communications in Writing: All Communications in either electronic or paper format from us to you will be considered "in writing." You should print or download for your records a copy of this Disclosure and any other Communication that is important to you.
6. Federal Law: You acknowledge and agree that your consent to electronic Communications is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act, and that you and we both intend that the Act apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.
7. Termination/Changes: We reserve the right, in our sole discretion, to discontinue the provision of your electronic Communications, or to terminate or change the terms and conditions on which we provide electronic Communications. We will provide you with notice of any such termination or change as required by law.
8. Consent: By selecting "I Agree" you hereby give your affirmative consent to provide electronic Communications to you as described herein. You further agree that your computer satisfies the hardware and software requirements specified above and that you have provided us with a current email address at which we may send electronic Communications to you.

☐ I AGREE TO THE TERMS AND CONDITIONS

Check this box

Cancel Continue

6. This page is a summary that lets you know what your **first** total payment is comprised of.

Agreement

Pay amount

**Total Amount Due at the time of enrolling into the payment plan**

Payment due at time of enrollment  
\$330.67

2020 Summer: Summer 2020 Payment Plan

Enrollment fee \$25

**Enrollment Fee Due**

2020 Summer: Summer 2020 Payment Plan

\$305.67  
Amount due now

Plan amount \$917

**Total Amount Due**

First payment \$305.67

**1st Payment Amount**

Payment

\$330.67

Cancel Continue

7. Once you hit “Continue” on the previous page, you will be taken to a screen where you can choose to either make your payment by using a method already saved to your account, a new credit/debit card, or by a transfer right out of your bank account.

The screen right after this one allows you to input the specific payment information.

Overview

Payment Plan Enrollment

Pay amount

Payment method

How would you like to pay?

Payment amount  
\$330.67

\* Payment method  
Select...

AMERICAN EXPRESS DISCOVER JCB MASTERCARD VISA

Secure encrypted payment

Cancel Continue

Overview

Payment Plan Enrollment

Payment method

• • • •





How would you like to pay?

Payment amount

\$330.67

\* Payment method

New credit or debit card

\* Card number

\* Expiration date

MM / YY

\* Security code ⓘ

\* Zip/Postal code

☐ Save card for future use

Secure encrypted payment

Cancel

Continue

- This screen is for you to verify that all of the information regarding your student account/payment is correct.

Overview

Payment Plan Enrollment

Review

• • • •

Last step! Let's make sure we have your correct information.

Email address

paymentplan@nmsu.edu

All notifications regarding this payment plan will be sent to the email address(es) saved in your profile.

Summary

Change

2020 Summer: Summer 2020 Payment Plan

Enrollment fee	\$25.00
First payment	\$305.67
<b>Total</b>	<b>\$330.67</b>

Payment details

Change

Card number

•••• •••• •••• 1111

VISA

Expiration date

11 / 25

Zip/Postal code

88003

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Secure encrypted payment

Cancel

Pay \$330.67

9. This screen is your confirmation that you made your first payment and also that you paid the enrollment fee. There is also a reminder about when your next payment is due.

Overview

Payment Plan Enrollment

✓

\$330.67


Thanks for your payment! You're now enrolled in 2020 Summer: Summer 2020 Payment Plan

Next installment: 6/10/20  
Payment amount: \$305.66

The enrollment confirmation and payment receipts #2515692 and #2515696 were sent to:  
paymentplan@nmsu.edu

Go to overview

10. The following are the emails you will received in your stated email inbox regarding your payments and payment plan schedule.



Fri 6/12/2020 4:06 PM

uar@nmsu.edu

Thank you for your payment

To ☐ paymentplan@nmsu.edu

Receipt Number: 2515696

Customer: XXXXXXXXXXXX

Web Location

Date: 06/12/2020

Description	Amount
2020 Summer: Summer 2020 Payment Plan	\$305.67
Total	\$305.67

Payments Received	Amount
Credit Cards	\$305.67
Visa XXXXXXXXXXXXXXX1111	
Authorization # Test25	
Total	\$305.67

Thank you for the payment.



Fri 6/12/2020 4:06 PM

uar@nmsu.edu

Thank you for your payment

To ☐ paymentplan@nmsu.edu

Receipt Number: 2515697

Customer: [REDACTED]

Web Location

Date: 06/12/2020

Description	Amount
2020 Summer: Summer 2020 Payment Plan Enrollment Fee	\$25.00
Total	\$25.00

Payments Received	Amount
Credit Cards	\$25.00
Visa XXXXXXXXXXXXX1111	
Authorization # Test25	
Total	\$25.00

Thank you for the payment.



Fri 6/12/2020 4:07 PM

Summer 2020 Payment Plan

To ☐ paymentplan@nmsu.edu

[Bing Maps](#)

Thank you for enrolling in the Summer 2020 Payment Plan.

You will be billed on the following dates for the amounts shown:

\$305.66 due on 06/10/2020

\$305.67 due on 06/17/2020

Please refer to the terms and conditions for information about non-payment, default, and right to accelerate.

Your enrollment in this plan is based on your agreement to the following terms and conditions:

\*\*Included in this email is the Terms and Conditions you would have agreed to early on in this process.