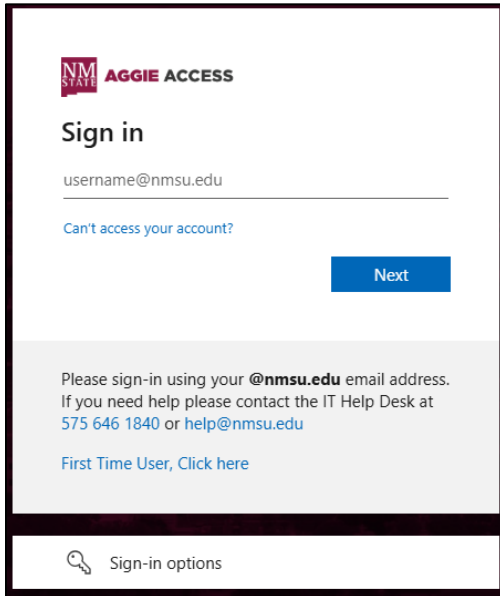


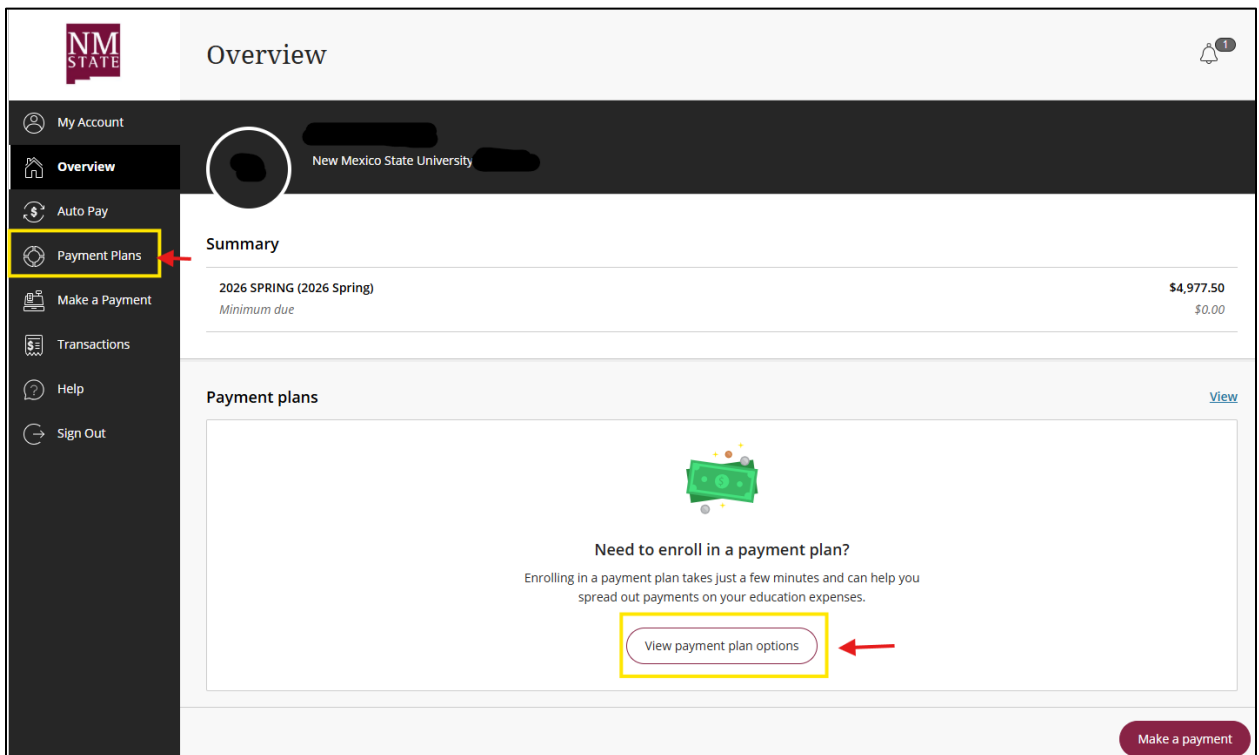
Steps to enroll in the Payment Plan

1. Log into pay.nmsu.edu with your login credentials.



The screenshot shows the 'Sign in' page for NMSU Aggie Access. It features a text input field for the username (placeholder: 'username@nmsu.edu'), a 'Next' button, and a link for 'Can't access your account?'. Below this, there is a message asking users to sign in with their @nmsu.edu email address and providing contact information for the IT Help Desk. A link for 'First Time User' is also present. At the bottom, there is a 'Sign-in options' section with a magnifying glass icon.

2. Click on “Payment Plans” on the left-hand side of the screen or click on “View payment plan options”.



The screenshot displays the 'Overview' page of the NMSU University Accounts Receivable system. The left sidebar contains navigation links: My Account, Overview, Auto Pay, Payment Plans (highlighted with a yellow box and a red arrow), Make a Payment, Transactions, Help, and Sign Out. The main content area shows a 'Summary' section with a table for the 2026 SPRING term, indicating a balance of \$4,977.50 and a minimum due of \$0.00. Below this, the 'Payment plans' section features a graphic of a green bill and a message encouraging enrollment in a payment plan. A button labeled 'View payment plan options' is highlighted with a yellow box and a red arrow. A 'Make a payment' button is located at the bottom right.

Term	Balance	Minimum due
2026 SPRING (2026 Spring)	\$4,977.50	\$0.00

3. Once clicked, a page will appear on the right-hand side of the screen. 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 the due dates.

- a. Click **“Enroll in plan”**.

The screenshot displays the 'Payment Plan Options' page for New Mexico State University. The left sidebar contains navigation links: My Account, Overview, Auto Pay, Payment Plans, Make a Payment, Transactions, Help, and Sign Out. The main content area is divided into sections: Summary (2026 SPRING (2026 Spring) Minimum due), Payment plans (Need to enroll in a payment plan? View payment plan options), and Auto pay. On the right, a detailed breakdown shows the total amount of \$4,977.50, divided into 5 payments of \$497.75 each, with no enrollment fee. A payment schedule table lists the due dates for each payment. At the bottom, there are 'Cancel' and 'Enroll in plan' buttons, with the latter highlighted in yellow.

Payment Number	Amount	Due Date
1	\$497.75	Payment due at time of enrollment
2	\$1,119.94	Payment due 2/15/26
3	\$1,119.94	Payment due 3/15/26
4	\$1,119.94	Payment due 4/15/26
5	\$1,119.93	Payment due 5/15/26

4. Step 1 of 4: Agreement: This page provides a payment schedule with the amounts due and due dates. It also provides the Terms and Conditions that you will need to read and agree to.
 - a. Check mark the box to agree to the terms and conditions.
 - b. Click **“Continue”**.

Overview

Payment Plan Enrollment

Step 1 of 4: Agreement

1-2-3-4

\$4,977.50

You've opted to enroll this amount in Spring 2026: Spring 2026 Payment Plan

Review the payment schedule and terms and conditions below.

Payment Schedule

1	\$497.75	Payment due at time of enrollment
2	\$1,119.94	Payment due 2/15/26
3	\$1,119.94	Payment due 3/15/26
4	\$1,119.94	Payment due 4/15/26
5	\$1,119.93	Payment due 5/15/26





Terms and Conditions

Please read below and indicate your agreement to be bound by these terms and conditions by selecting the checkbox below.

NEW MEXICO STATE UNIVERSITY

TERMS AND CONDITIONS FOR PAYMENT PLAN

AGREEMENT & ACKNOWLEDGMENT

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at New Mexico State University or receive any service from New Mexico State University I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which New Mexico State University is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand that when I register for classes at New Mexico State University, I assume the responsibility for understanding the University's official policies concerning schedule changes, satisfactory academic progress and the financial policies of the University as described in the New Mexico State University undergraduate and graduate catalogs. New Mexico State University catalogs can be found at <https://catalogs.nmsu.edu/>.

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at <https://uar.nmsu.edu/refunds/withdrawals.html>. I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

NEW MEXICO STATE UNIVERSITY PAYMENT PLAN

The terms listed below apply to all sections of the New Mexico State University Payment Plan. By enrolling in the New Mexico State University Payment Plan, I agree to the following terms and conditions:

1. Student Eligibility:

- a. I must be enrolled in the current semester at New Mexico State University.
- b. It is recommended to enroll in the Payment Plan when the current semester outstanding balance is \$200 or more.
- c. Enrollment in the current semester at New Mexico State University requires that any outstanding balance from the previous semester be below the allowable limit at the time of course registration for subsequent semesters.

2. Enrollment:

- a. Online enrollment for the New Mexico State University Payment Plan must be done in accordance with the New Mexico State University Payment Plan schedule. If you are ineligible to participate, the New Mexico State University Payment Plan will not let you enroll.
- b. Enrollment in the New Mexico State University Payment Plan is not automatic for subsequent semesters. A new agreement is needed each semester a student registers for classes at New Mexico State University.
- c. The New Mexico State University Payment Plan does not exempt the student from meeting the prior term balance at the time of registration. The Payment Plan is a separate agreement with New Mexico State University.

3. Student Account:

- a. My student account is the system of record for all transactions – tuition, fees, payments, financial aid, meal plans, housing, etc.
- b. My New Mexico State University Payment Plan is spread out over five (5) payments for the fall and spring semesters; and three (3) payments for the summer semester.
- i. The first payment is due at the time of enrollment.
- ii. The remaining payments will be due by the 15th of each month during each semester.
1. A charge of \$10 will be assessed on any partial, late, or missing payments.
- c. If I have not completed all requirements for my financial aid application in time to have financial aid applied to my student account, I should enroll in the New Mexico State University Payment Plan.
- i. If I do not have enough financial aid to cover all tuition/fee charges, I may enroll in the New Mexico State University Payment Plan to cover the difference.
- d. If additional charges or payments post to my student account after initial enrollment in the plan, the plan amount will recalculate and the amount due on the remaining payments will be adjusted accordingly.
- e. Financial aid, if applicable, will increase or decrease payment plan amounts. The plan amount will recalculate and the amount due on the remaining payments will be adjusted accordingly.



4. Fees and Other Charges:

a. A separate application is required for each semester of participation – enrollments do not automatically renew or roll over for the next semester.

b. Payments returned from the bank for any reason, in conjunction with the payment plan, will result in the assessment of a \$25 returned item fee.

5. Automated Direct Payment Option:

a. Payments may be deducted from your checking or savings account by e-check, debit or credit card.

b. Payments will be withdrawn from your account on the day you select of each month and will be payable to New Mexico State University. A record of each payment will be posted to your student account.

c. Declined and Dishonored Payments – It is my responsibility to ensure adequate funds are available on the due date. In the event a payment is declined or dishonored, New Mexico State University reserves the right to cancel the payment plan. Upon cancellation, the balance becomes due immediately. Additionally, the account will be assessed an additional returned check fee of \$25.

d. New Mexico State University is not liable for any returned payments due to incorrect bank information supplied. New Mexico State University is not liable for any charges that your bank imposes on you as a result of your account being in an overdraft position, or below daily or monthly minimum required balances, or any other charges, as a result of your payment being deducted from your checking/savings account.

ACKNOWLEDGEMENT

I have read the Terms and Conditions of this agreement and I authorize New Mexico State University, and their respective agents, to contact me regarding my student account and any other financial obligation to New Mexico State University at the current or any future number that I provide for my cellular or other wireless device using automated telephone dialing equipment, artificial, or pre-recorded voice or text messages.

As a student enrolled in classes at New Mexico State University, I agree to assume full financial responsibility for all charges incurred on my student account whether I attend the classes or not. I further understand that my failure to be fiscally responsible may result in service holds, late fees, collection actions by New Mexico State University, the Attorney General's Office or other third-party agency, unfavorable credit bureau filing and/or litigation and I will assume all costs associated with such actions.

☐ I agree to the terms and conditions presented above.

Cancel Continue

5. Step 2 of 4: Pay amount: This page shows the amount of your first payment installment.

a. Click “Continue”.

Overview

Payment Plan Enrollment

Step 2 of 4: Pay amount

Payment due at time of enrollment
\$497.75

Spring 2026: Spring 2026 Payment Plan

\$497.75
Amount due now

Plan amount \$4,977.50

First payment \$497.75

Payment \$497.75

Cancel Continue



6. Step 3 of 4: Payment method: You will then select how you would like to make your payment.

The screenshot shows a web interface for "Payment Plan Enrollment". At the top, there's a navigation bar with "Overview" and "Payment Plan Enrollment". Below this, a progress indicator shows "Step 3 of 4: Payment method" with four steps, the third of which is active. The main heading is "How would you like to pay?". Below this, the "Payment amount" is listed as "\$497.75". Under the heading "* Payment method", there are several options: two "VISA" buttons (the first is highlighted in blue), "New credit or debit card", "New bank account", "New 529 Savings Plan", and "International payment" (with a sub-note "Minimum payment \$100"). At the bottom left, there is a lock icon and the text "Secure encrypted payment". At the bottom right, there are two buttons: "Cancel" and "Continue" (which is highlighted with a yellow border).

- Once you select a payment method, you will be able to enter the payment information.
- An option is available to enroll in autopay using the same payment method. If you wish to proceed, select the checkbox, review the terms and conditions, acknowledge them by checking the box at the bottom, and click "Continue".

Overview

Payment Plan Enrollment

Pay amount

Step 3 of 4: Payment method

How would you like to pay?

Payment amount

\$497.75

* Payment method

[Change](#)

New credit or debit card

AMERICAN EXPRESS

DISCOVER

JCB

MasterCard

MasterCard

VISA

* Card number

1

Card number required

* Expiration date

MM / YY

* Security code

1

* Zip/Postal code

International cardholders may input "N/A"

Card nickname

1

My card

Maximum 17 characters

☒ Set up auto pay with the same payment method

Auto pay terms and conditions

These Terms and Conditions apply to any payment made to New Mexico State University. Please read them carefully.

- It is your responsibility to ensure that sufficient funds are available to complete any payments you schedule. You agree that you may be charged a returned item fee if funds are not available at the time of the scheduled payment.
- If your financial institution rejects the transaction for any reason, your payment will not be applied to your NMSU account.
- You may change or cancel scheduled one-time payments up to one day before the scheduled payment date. Same day payments cannot be cancelled.
- If you are enrolling in NMSU Auto Payment, you are authorizing NMSU to debit the bank or card account you designate for each designated period to pay automatically the amount indicated with the NMSU Auto Payment Plan.
- Enrollment in the current semester at NMSU requires that any outstanding balance from the previous semester be below the allowable limit at the time of course registration for subsequent semesters.

To discontinue the optional NMSU Auto Payment Plan, sign in to your account at pay.nmsu.edu, select Payment Plan, Auto Pay, and then follow the prompts.

☐ I agree to the terms of NMSU Auto Payment Agreement.

Secure encrypted payment

Cancel

Continue

7. Step 4 of 4: Review: This page allows you to verify that your payment information is accurate.
 - a. Click “**Continue**” to proceed to make the first installment.

Overview

Payment Plan Enrollment

Step 4 of 4: Review

< Payment method

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

Email address

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

Amount due now

Spring 2026: Spring 2026 Payment Plan	
First payment	\$497.75
Total	\$497.75

Auto pay details

First scheduled payment: 2/15/26
Payment amount: \$1,119.94
All remaining scheduled payments will occur on the payment plan due dates.

Payment details [Change](#)

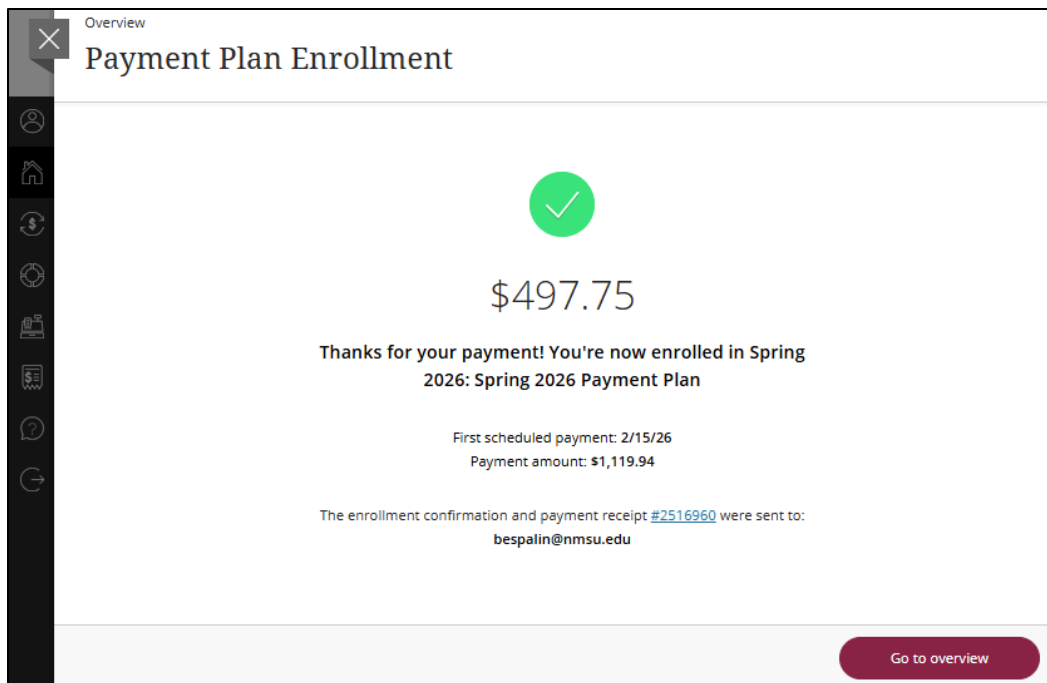
Card number	
Expiration date	12 / 30	
Zip/Postal code		

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

Secure encrypted payment

Cancel Pay \$497.75

8. This screen confirms that your first payment has been made and provides the receipt number. It also reminds you of the amount and due date of your next payment.



9. You will receive emails about your payment, your payment plan schedule—including the terms and conditions you agreed to—and your autopay enrollment.

From: uar@nmsu.edu <uar@nmsu.edu>
Sent: Monday, December 15, 2025 2:48 PM
To:
Subject: Thank you for your payment

Receipt Number: 2516960
Customer:
Web Location
Date: 12/15/2025
Business Date: 12/12/2025

Description	Amount
Spring 2026 : Spring 2026 Payment Plan	\$497.75
Total	\$497.75

Payments Received	Amount
Credit Cards	\$497.75
MasterCard XXXXXXXXXXXX Authorization # 344549	
Total	\$497.75

Thank you for the payment.

From: uar@nmsu.edu <uar@nmsu.edu>

Sent: Monday, December 15, 2025 2:48 PM

To:

Subject: Spring 2026 Payment Plan

Thank you for enrolling in the Spring 2026 Payment Plan.

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

\$1,119.94 due on 02/15/2026

\$1,119.94 due on 03/15/2026

\$1,119.94 due on 04/15/2026

\$1,119.93 due on 05/15/2026

From: uar@nmsu.edu <uar@nmsu.edu>

Sent: Monday, December 15, 2025 2:48 PM

To:

Subject: AutoPay for Spring 2026 Payment Plan

You are now enrolled in the AutoPay for Spring 2026 Payment Plan. Your first payment will be on 02/15/2026.

