

2024 Summer Intern Lodging Program Payment Plan Information Sheet

UNM Residence Life and Student Housing (RLSH) offers a Summer Intern Lodging Program Payment Plan. The non-refundable administrative charge for a payment plan is \$35.00.

Do I qualify?

All of the following requirements must be met to qualify for a payment plan:

- Interns must sign an agreement for 49+ nights.
- Interns cannot have a prior balance due to UNM Residence Life & Student Housing
- All charges must be paid via credit or debit card on the secure online Touchnet Payment Portal.
- Intern agrees to pay all applicable fees and charges per their signed agreement.

About Payment Plans

- Interns who choose a payment plan will receive an invoice listing their first and second payments.
- Payment plans will include all charges related to your stay including lodging, the application fee, payment plan charge, and Mail Service/Mail Box.
- Payment of additional charges incurred by the intern after receipt of their Invoice is the responsibility of the intern, even if not specified on the original Invoice.
- Selection of a payment plan and signature upon your submitted application indicates your agreement to abide by payment plan policies listed on this document. Your first payment is due to reserve your room.
- Charges for amenities and fees will be included in your first payment.
- This summer's plan will include 2 payments. The second payment is due on or before 5:00pm Mountain Time on Friday, June 7, 2024. Payment can be made in advance of due date.
- Access to the payment portal is available 24/7. Interns may only make payment for items that appear on an invoice. Unauthorized, non-invoiced payments made on the Touchnet Payment Portal are prohibited, correction of which may result in additional Administrative Recovery Charges.

What are the charges associated with a Payment Plan?

- There is a one-time \$35.00 non-refundable administrative charge for the 2024 Summer Intern Lodging Program payment plan.
- Second payments not received by 5:00 pm on Friday, June 7, 2024 are considered delinquent.
- Delinquent payments result in a \$20.00 Delinquent Payment Service Charge, invoiced separately and due upon transmission of invoice. If payment is delinquent for more than 2 (two) business days, access to your room may be barred until the delinquency is resolved, including associated late fees.
- Payments not received within 1 (one) week of the due date (June 7, 2024) will be considered a default of agreement and may result in eviction.
- Cancellations and Agreement Releases: In the event of a cancellation or approved agreement release, the \$35 Administrative Payment Plan charge is non-refundable.

- Failure to remit payment for charges due to RLSH may result in barred access to assigned room and/or legal action taken by UNM Collections.

Using the Secure Online Touchnet Payment Portal

- Once your Application and Agreement is submitted and approved, you will be emailed an invoice and a link to the secure TouchNet Payment Portal. You will use this link for your payments.
- When you make a successful payment on the portal, a confirmation of your transaction is emailed to you as well as to our office.
- Payments by another on your behalf are accepted. Important! Please ensure the third party references *your* name when completing the transaction. Email lodging@unm.edu after the transaction has been completed to let us know a payment has made on your behalf. Include the order number and name on credit card used.
- You do not have to use the same credit card for all payments.

About TouchNet Marketplace

- TouchNet Information Systems Inc. is a PCI-PA-DSS compliant vendor (Payment Card Industry Payment Application Data Security Standard).
- **What credit cards does TouchNet PayPath accept?**
 - This service accepts all major credit cards, including but not limited to Visa, MasterCard, Discover and American Express
 - On occasion, international debit cards are not accepted.