UNM Residence Life and Student Housing offers a Summer Intern Housing Program payment plan. Administrative fees apply.

**Do I qualify for a Payment Plan?**

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

- Total of lodging and amenities charges must meet or exceed $1000.00
- Interns must sign an agreement for six or more consecutive weeks.
- Interns cannot have a prior balance due with UNM Residence Life $ Student Housing
- All charges must be paid via credit card/debit card the secure online Touchnet Payment Portal.
- Intern agrees to pay all applicable fees and charges per their assigned agreement.

**Interns Payment Plan FAQs**

- Individual payment plans will be outlined on a Charge Summary. Charge Summaries can be amended to reflect additional charges (for lodging or amenities) and/or delinquent payment fees.
  
  Each adjustment will result in a new Charge Summary that must be signed and returned via email or in person to the Conference Office within two days of the adjustment.
- Individual Charge Summaries are viewable upon request at the RLSH Conference Office, Rm. 111 in the SRC Commons building.
- Payment plans will include all charges related to your stay including lodging, amenities selected, the housing application fee and all administrative fees.
- 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 2nd payment is due on or before June 10, 2022.
- Payments are due by 5:00 pm on June 10, 2022. Access to the payment portal is available 24/7. Payment can be made in advance of due date.
- Payment Plans do not roll over into subsequent stays. You must create a new plan for each consecutive stay. Additional weeks or days may be added to your current Payment Plan as long as there is no break in consecutive dates of paid lodging.
- A length of time in which you are not paying for lodging and have checked out of the hall is considered to signify the end of your stay. Additional lodging purchased after such a break will be considered a subsequent stay and will require a new contract. A payment plan for this subsequent stay will need to meet all of the payment plan requirements.
What are the fees associated with a Payment Plan?

- There is a one-time $35.00 administrative fee for the 2022 Summer Intern Housing Program payment plan.
- **Universal Transaction Fees:** The University of New Mexico contracts with TouchNet Information Systems Inc. to process online payments. A 2.85% service fee (minimum $3.00 fee) is assessed on all credit and debit card payments processed by TouchNet. For each payment, two separate transactions will appear on your credit card statement: One will appear as a payment to the University of New Mexico; the other will show the service fee assessed by TouchNet PayPath.
- **Delinquent Payments:** Payments not received by 5:00 pm on the due date appearing on the Charge Summary and invoice are considered delinquent.
- Delinquent payments result in a service fee of $20.00. The Delinquent Payment Service Fee is invoiced separately and due upon receipt of invoice. If payment is delinquent for more than 2 (two) days, access to your apartment and room may be blocked until the delinquency is resolved, including associated late fees.
- Payments not received within 1 (one) week of the due date on your Charge Summary and will be considered a default of contract and may result in eviction.
- **Contract Cancellations and Releases:** In the event of a contract cancellation or approved contract release, application, a payment plan and service fees are non-refundable.
- Failure to remit payment for charges due to RLSH may result in legal action taken by UNM Collections.

Using the Secure Online Touchnet Payment Portal

- Once your Application and Agreement is signed and approved, you will be emailed a Charge Summary and Invoice and a link to the secure TouchNet payment portal. You will use this link for all 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