2023 Summer Intern Lodging Program
Payment Plan Information Sheet

UNM Residence Life and Student Housing (RLSH) offers a Summer Intern Lodging Program Payment Plan. The 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 seven or more consecutive weeks.
- 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 a Charge Summary and 2 invoices (one per payment). Charge Summaries will reflect intern charges based on initial application.
- 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 Charge Summary is the responsibility of the intern, even if not specified on the Charge Summary.
- 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 5:00pm on Friday, June 9, 2023. Payment can be made in advance of due date.
- Access to the payment portal is available 24/7. Interns may only select and pay 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 2023 Summer Intern Lodging Program payment plan.
- Payments not received by 5:00 pm on Friday, June 9, 2023 are considered delinquent.
- Delinquent payments result in a charge of $20.00. The Delinquent Payment Service Charge is invoiced separately and due upon transmission of invoice. If payment is delinquent for more than 2 (two) 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 on your Charge Summary 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 legal action taken by UNM Collections.
• 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.

**Using the Secure Online Touchnet Payment Portal**

• Once your Application and Agreement is submitted 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?**
  o This service accepts all major credit cards, including but not limited to Visa, MasterCard, Discover and American Express
  o On occasion, international debit cards are not accepted.