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?**
  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.