

Student Family Housing

Important RENT Information

Rent is due before 5:00pm on the 1st of every month

Please note that you will not receive a monthly bill from the Housing Office. Rental charges are posted directly to your student account approximately ten days before the due date.

Late Charges

If rent is not paid in full by the 15th of each month, your account becomes delinquent. A late fee of 5% of your monthly rent is assessed on all delinquent accounts. You will receive an email shortly after the 15th notifying you of this action.

- If the 15th falls on a weekend or University Holiday, full payment must be made by 5:00pm on the previous working day to avoid late fee assessment.
- Your rent is considered paid only when the rental credit shows on your student account. Payments made after 5:00pm do not post to the student account until the next business day.

How to Pay Rent

In Person

To pay in person, stop by the Cashiers' Office, located in the Educational Services Building or at the Dona Ana Community College. Walk-in payments are accepted during regular business hours in the form of check, cash, or credit card (Visa, MasterCard or Discover).

Mail

If you choose to mail your rental payment, allow sufficient mailing time to ensure your payment is received by the due date. Mail payments to:
University Accounts Receivable, MSC 4570
New Mexico State University
PO Box 30001
Las Cruces, NM 88003

Online

Web payments can be made through the myNMSU portal or, from the University's webpage www.nmsu.edu/ONLINE, instructions are as follows:

One-Time Payments:

- ~Click "Pay NMSU Online"
- ~Enter your myNMSU username and password
- ~You will be taken to the "NMSU Web Payment System"
- ~To make a payment, click "Make Payment" at the top of the page
- ~Web payments made after regular business hours are credited the next business day

Automatic Monthly Payments: To have your monthly rent automatically deducted:

- ~Follow steps 1-3 for One-Time Payments
- ~Click "Add Monthly Family Housing" located under the "Auto Payments" tab
- ~Follow prompts and enter required information

Prepaying Rent

The option of prepaying rent at the beginning of a semester is encouraged. This is especially helpful for students who receive financial aid. To prepay rent, contact the Housing Office by August 1st (for Fall Semester) or by January 1st (for Spring Semester).

We suggest that you keep a file of all rent receipts or web payment confirmations. It is also recommended that you assess your student account often to ensure all payments are correct and up to date.