

Educational & 529 Plan Payments

STUDENT ACCOUNTS · BURSAR

Students who have an educational or 529 savings plan should contact their plan administrator to begin the payment process. Most administrators send a check or request an invoice from New Mexico Tech Student Accounts. Some plans can also be paid directly through TouchNet. Follow the guidance below for whichever method your plan supports.

START EARLY

Begin this process **at least three weeks before the semester starts**. Plan administrators often take one to two weeks to issue funds, and a late disbursement can delay your payment and affect registration.

Option 1: Payment by Check from Your Plan

1 Contact Your Plan Administrator

Reach out to your 529 or educational plan administrator and request a disbursement for the upcoming semester. Ask whether they need an invoice or billing statement from New Mexico Tech — Student Accounts can provide one.

2 Confirm How the Check Is Made Out

Checks must be payable to **New Mexico Tech** or **New Mexico Institute of Mining and Technology**. If possible, ask that the memo line include the **student's name and 900 number**, which helps us apply the payment to the correct account without delay.

3 Have the Check Mailed to Student Accounts

Provide your plan administrator with the mailing address shown below.

MAKE CHECKS PAYABLE TO

New Mexico Tech or New Mexico Institute of Mining and Technology

MEMO LINE

Student name and 900 number, if the plan allows a memo

MAILING ADDRESS

New Mexico Tech
Student Accounts · Cashier's Office · Bursar Office
801 Leroy Pl
Socorro, NM 87801

Option 2: Pay Directly Through TouchNet

4 Check Whether Your Plan Supports Direct Payment

Some educational and 529 plans issue an **account number and routing number** that can be used like a bank account. If your plan provides these, you can add it as a payment method in TouchNet and pay online instead of waiting for a mailed check. Contact your plan administrator to confirm.

5 Add the Plan as a Payment Method

Log in to TouchNet, go to **Make Payment**, and choose the electronic check option. Enter the routing and account numbers your plan administrator provided, then complete the payment as you normally would.

IMPORTANT

Not every plan supports this method, and entering incorrect numbers can cause a returned payment. Confirm the routing and account numbers with your plan administrator before submitting.

BEFORE THE SEMESTER STARTS

Check your TouchNet balance to confirm the payment has posted. If your plan does not cover the full balance, you are responsible for the remainder by the published payment deadline. Remember that you must have a zero balance to register.

Need Help?

Contact Student Accounts with questions about educational or 529 plan payments, or to request an invoice or billing statement for your plan administrator.

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