

Restated Memorandum of Understanding

between the

Higher Education Commission (HEC) of the
Government of the Islamic Republic of Pakistan

and

The Regents of the University of New Mexico (UNM)

Islamabad, Pakistan
and
Albuquerque, New Mexico, USA

This Restated Memorandum of Understanding, is entered into between the Higher Education Commission, Government of the Islamic Republic of Pakistan, Islamabad, a Statutory Body established under Ordinance, 2002 (Ordinance No. L111 of 2002) (hereinafter called the "HEC")

and

The Regents of the University of New Mexico ("UNM"), a public institution of higher education, established pursuant to the Constitution of the State of New Mexico

(hereinafter collectively referred to as the "Parties")

for a

scholarship program ("HEC Scholarship Program") for higher studies of university teachers/scholars from Pakistan ("Students") at UNM, in accordance with HEC's objectives, funding resources, and regulations.

This Restated Memorandum of Understanding (1) updates and improves administrative procedures for the HEC Scholarship Program, and (2) terminates and replaces the Parties' related October 2012 Memorandum of Understanding.

In the framework of the long-standing educational cooperation between the Islamic Republic of Pakistan and the United States of America, and in view of the demand among Pakistani higher education teaching and research staff for advanced qualifications plus UNM's ability to help meet this demand, the Parties agree as follows:

Article 1 Objectives and Scope of Cooperation

- 1) Under its own overall responsibility, and fully from its own funds, the HEC will support Students from several of its target institutions of higher education for graduate- and professional-level degree studies at UNM including Masters and PhD programs ("Degree Programs"). The HEC acknowledges that UNM does not offer terminal degrees in all disciplines, so the HEC will only nominate Students who can earn their needed credentials from among UNM's Degree Programs.
- 2) The Students will be comprised of a mutually agreed upon number of candidates each year.
- 3) On behalf of and in close coordination with the HEC, UNM will implement the HEC Scholarship Program as described herein, including the selection of the HEC scholarship candidates, their placement at UNM, the monitoring of their academic progress, and the accounting to the HEC of any HEC Scholarship Program expenditures occurring at UNM.
- 4) Within its cooperation with UNM, the HEC will undertake all steps and carry out all activities that safeguard the implementation from the Pakistani side, whereas UNM will be responsible for implementation on the U.S. side. The Parties will ensure close coordination of their respective activities, and will meet as needed via Skype or similar technology to match

Students' academic interests with UNM degree programs and to resolve any problems that may arise.

- 5) The HEC scholarship award ("HEC Award") to each Student will be for a maximum of five years, unless extended at HEC's discretion.

Article 2 Students' Role and Responsibilities

- 1) Students must apply as international graduate or professional students and must be admitted under UNM's generally applicable academic requirements, financial standards, application deadlines, and language requirements.
- 2) Students shall comply with U.S. immigration law and all other applicable laws.
- 3) Students will have the same opportunity as any other applicant students to apply for a graduate assistantship ("Assistantship"), a scholarship, or financial aid, subject to applicable laws and UNM policies. Assistantships and Amigo Scholarships are competitive and limited in number, so Students are not guaranteed an offer of either type of award. *Students who are offered an Assistantship, a UNM Amigo International Scholarship (hereinafter "Amigo Scholarship"), or other financial assistance must accept UNM's offer before it expires. Once the offer expires it is withdrawn so that UNM may offer that award to another applicant.*
- 4) Students who receive an Amigo Scholarship or an Assistantship that allows them to pay New Mexico-resident tuition must continue to meet the eligibility requirements for their award throughout their time at UNM. The \$100.00 USD cash portion of the Amigo Scholarship will be disbursed directly to students when their account balance is zero. Students may use the cash to buy any needed materials. The cash portion will NOT be deducted from the amount invoiced to the HEC. A student who becomes ineligible will forfeit the Amigo Scholarship or Assistantship *and* the HEC Award and will be financially responsible for all expenses accrued at UNM after the forfeiture.
- 5) Students shall use their HEC Award to pay for the typical total cost of attendance at UNM for the entire period of their studies. These costs change from time to time, and some are program-specific. The budget line items for the typical total cost of attendance are listed in **Attachment A**, "UNM Third-Party Payment Process." In addition, Students shall use their HEC Award or funds from other sources to pay for any medical costs that are not covered by health insurance.
- 6) Non-mandatory fees that the student accrues will be the student's financial responsibility including but not limited to late course change fees, late registration fees, and/or parking fees. Non-mandatory fees will not be invoiced and/or paid by the HEC.
- 7) Students must comply with all rules, regulations, and policies applicable to UNM degree candidates.

Article 3 HEC's Role and Responsibilities

- 1) The HEC will invite applications from eligible candidates for UNM Degree Programs. Applicants will submit complete application dossiers to the UNM International Admissions Office as soon as possible, but no later than the deadline set by UNM for the semester in which the applicants are seeking admission. Applicant dossiers will include original or attested (by the HEC or issuing institution) academic records, diplomas, degree certificates, CVs, references, research proposals, publications (if any), passport photographs, relevant standardized test results conducted by HEC, and health declarations. The HEC will guarantee the authenticity of application materials.
- 2) The HEC will hold all applicants approved by the UNM International Admissions Office as firm candidates for the HEC Scholarship Program. However, the HEC reserves the right to bar candidates from the HEC Scholarship Program should any important reason arise to do so. In such cases, the HEC will promptly inform UNM and the U.S. Embassy in Islamabad.
- 3) The HEC will seek from the Pakistani sending-institutions of higher education the candidates' leave for the entire duration of their Degree Program. In addition, it will seek their re-employment within the Pakistani sending-institutions of higher education upon return from UNM, depending on their individual academic achievements.
- 4) The HEC will ensure that all Students arrive at UNM on time, in accordance with the academic calendar and any required orientations.
- 5) All Students will apply for an Amigo Scholarship or an Assistantship that makes them eligible for New Mexico-resident tuition at UNM. Only those Students who receive the Amigo Scholarship or an Assistantship will receive an HEC Award, which will pay for New Mexico-resident tuition (see **Article 5** below), differential tuition (as applicable), mandatory fees, and course fees (as applicable), plus any supplemental payments approved by the HEC. The HEC shall provide written notice to all Students (with a copy to UNM) that Amigo Scholarships and Assistantships are limited in number and Students are not guaranteed to be offered an Amigo Scholarship or an Assistantship.
- 6) The HEC Award will fully cover each HEC Student's round-trip travel expenses and typical total cost of attendance at UNM for the entire period of studies. These costs change from time to time, and some are program-specific. The budget line items for the typical total cost of attendance are listed in **Attachment A**, "UNM Third-Party Payment Process." HEC will submit a Third-Party Authorization letter to the UNM Bursar's Office as described in **Attachment A**. The UNM Bursar's Office will bill HEC directly when payment is due on an HEC Student's account. Despite the HEC Award, HEC shall provide written notice to all Students (with a copy to UNM) that they must fund a portion of their cost of attendance to qualify for a U.S. student visa. During each application cycle GEO will inform HEC of the dollar amount that Students must fund.
- 7) HEC will distribute directly to each HEC Student the portion of an HEC Award that is not billed to HEC by the UNM Bursar's Office, such as, e.g., stipends to cover off-campus lodging,

meals, and other living expenses. HEC shall distribute at least two months' advance stipend for initial expenses directly to Students before they arrive at UNM. See **Attachment A**.

- 8) Should the period of studies exceed 36 months for a Masters, 48 months for students who enroll directly in a PhD program, and 60 months for a Masters + PhD program, the HEC Scholar may continue and complete his/her studies only if HEC extends the HEC Award or if other financing is arranged from a source that is acceptable to HEC. A student may also use personal funds to complete his/her degree if/when HEC funding has been exhausted.
- 9) The HEC will obligate the Students for the full duration of their studies to strictly follow UNM regulations pertaining to the implementation of the program, including UNM's decisions on placement and academic advisement. Likewise, the HEC will bind the Students to fully meet UNM requirements with regard to timely reporting of address changes, study progress, illness, leave of absence, and any other matter that UNM needs to be informed of in order to ensure its continuous assistance to both the HEC and the Students themselves. Further, the HEC will bind the Students to comply with all UNM rules and policies governing student conduct.
- 10) Upon a well-founded request from UNM (e.g., because of unsatisfactory academic progress or serious misconduct), the HEC will drop Students from the program and summon them back to Pakistan.
- 11) The HEC will transfer the funds for this program to UNM by the due date on the invoices it receives via e-mail from the UNM Bursar's Office. See **Attachment A**.
- 12) HEC will inform the Students that they are required to complete a report on their academic progress promptly upon receiving their grades for each academic term or bi-annually when working on their master's thesis or doctoral dissertation. HEC will provide a report form directly to each Scholar for this purpose. Students will submit the signed form to UNM's international advisor for sponsored students who will email the form directly to the HEC.

Article 4 UNM's Role and Responsibilities

- 1) UNM's International Admissions Office will review application dossiers for compliance with admissions requirements and will provide eligible dossiers to the pertinent department, which will make admissions decisions. The HEC Scholarship will only be awarded to admitted applicants who receive an Amigo Scholarship or an Assistantship that allows the applicant to qualify for New Mexico-resident tuition. Admitted applicants who do not receive resident tuition and choose to attend UNM, would be responsible for the remaining tuition costs.
- 2) If requested by HEC, the UNM Global Education Office ("GEO") will provide updates on the status of UNM's review of the applicant pool. To the extent possible, in placing Students in its Degree Programs, UNM agrees to consider the desires of the Student but final decisions are at the discretion of UNM. If a Student cannot be placed into his requested Degree Program, GEO will inform HEC and UNM bears no further responsibility if the Student rejects UNM's placement offer.

- 3) GEO will assist Students in matters concerning initial arrival arrangements, immigration, suggestions for accommodations, degree course admission, accreditation of previous study achievements, and overall adjustment to their new surroundings.
- 4) GEO will refer Students who need a tutor to UNM's Center for Academic Program Support (CAPS) or to resources within the Student's home department. If more support is needed than CAPS can provide, GEO will refer Students to HEC. If HEC agrees to pay for additional tutoring, then HEC and the Student will make all payment arrangements directly with the tutor.
- 5) If a Student is unable to complete his or her degree within five years, the pertinent UNM department will, if requested by HEC, recommend whether the Student's HEC Award should be extended beyond five years. HEC will decide whether or not to extend an Award, and if so, for how long.
- 6) The UNM Bursar's Office will receive and timely apply HEC's payments in accordance with HEC's Third-Party Authorization. See **Attachment A**.
- 7) UNM can meet its responsibilities in this MOU only if it receives HEC's fund transfers on or before the payment due date on each invoice. UNM cannot make advance payments from its own funds to the Students and is not responsible for any inconvenience or damages caused by any late payments from HEC.
- 8) UNM will provide a full reconciliation at the end of the semester. If additional invoices are required they will be submitted to HEC with the reconciliation. Upon payment and agreement between HEC and UNM Bursar's Office, the semester will be marked as final. No additional charges and/or invoices will be submitted after the semester is marked final.

Article 5 UNM Cost of Attendance and HEC Scholarships

- 1) UNM's *current* average cost of attendance for graduate students taking 9 credit hours per semester is posted at http://geo.unm.edu/admission/graduate/tuition_fees.html and is **updated annually**. Although 9 credit hours are considered full-time at the graduate level, many students must take 12 or more credit hours per semester in order to complete their degree within HEC's designated time limit. Taking more than 9 credit hours will place students into a higher tuition bracket (12+ hour block). Differential tuition (a surcharge on standard tuition) applies to Degree Programs that require expenditures above those needed for typical graduate programs of instruction. UNM's tuition and fee rates are posted at <http://bursar.unm.edu/index.html> and are *updated annually in April or May for the academic year that begins in the following August*. Rates for the 2017 fall semester are **attached** hereto.
- 2) In light of **Article 5.1** above, the HEC will update the dollar amount of its HEC Award annually to reflect (a) any changes in UNM's Cost of Attendance and (b) each Student's particular tuition and fee charges and/or particular circumstances. Supplemental payments are at the discretion of the HEC, which will inform UNM accordingly. Students will be responsible for paying tuition and fee increases not covered by HEC.

Article 6 Duration of and Amendments to this MOU

- 1) This Restated MOU will be effective on the date of the last signature below and shall continue indefinitely unless terminated by either Party as provided herein.
- 2) Either Party may terminate this MOU by giving the other Party at least sixty (60) days written notice, but any HEC Students enrolled in a UNM Degree Program on the notice-of-termination date may complete their studies in accordance with this MOU and pertinent UNM policies.
- 3) This MOU may be amended only by a written instrument duly signed by the Parties.
- 4) This MOU is signed in good faith and in accordance with the administrative rules and procedures governing each Party. Therefore, any disputes concerning the interpretation and application of this MOU shall be settled amicably through negotiations between the Parties.

Article 7 Counterparts by Facsimile or Email

This Agreement may be executed in two or more counterparts, each of which together shall be deemed an original, but all of which together shall constitute one and the same instrument. In the event that any signature is delivered by facsimile transmission or by e-mail delivery of a ".pdf" format data file, such signature shall create a valid and binding obligation of the Party executing (or on whose behalf such signature is executed) with the same force and effect as if such facsimile or ".pdf" signature page were an original thereof.

Article 8 Notices

The Parties declare the following addresses and contact persons for this MOU:

FOR THE HIGHER EDUCATION COMMISSION OF THE GOVERNMENT OF THE ISLAMIC REPUBLIC OF PAKISTAN

Mr. Muhammad Zeeshan Saleem
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UESTP Overseas Scholarships
Higher Education Commission
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FOR THE REGENTS OF THE UNIVERSITY OF NEW MEXICO

Executive Director of Global Education Initiatives
Global Education Office
University of New Mexico
MSC06 3850
Albuquerque, NM 87131-0001 USA
505-277-4032; Email: geo@unm.edu
<http://geo.unm.edu/>

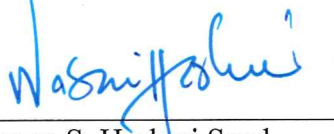
This document memorializes the Parties' entire agreement.

Regents of the University of New Mexico

Higher Education Commission




David W. Harris
Executive Vice President for Administration



Waseem S. Hashmi Syed
Advisor

Date: 9/12/17

Date: _____



Dr. Craig White
Acting Provost and Executive Vice
President for Academic Affairs

Date: 9/7/17



ATTACHMENT A

THIRD-PARTY PAYMENT PROCESS

Third-Party Sponsor: An external organization that commits to pay a student's educational expenses. The UNM Bursar's Office bills the Sponsor directly when payment is due on the student account ("third-party billing").

Third-Party Authorization (TPA): May be a letter on Sponsor's official letterhead, a purchase order, or a voucher. The TPA must include the following information:

- Sponsored student's name and UNM identification number (provided to student after admission)
- Dollar amount the Sponsor will pay
- Specific charges the Sponsor will pay from column 1 on page 2
- Sponsor's name and billing address
- Sponsor contact's name, phone number, and e-mail address
- Sponsor's own internal reference number for each sponsored student, which UNM will use on its invoice. This number is necessary for payment processing.
- Beginning date and expiration date of each student's sponsorship. These *very important dates* are entered into UNM's third-party payment system and prevent enrollment cancellations due to non-payment.
- Signature of the Sponsor or other person authorized to make commitments on behalf of the Sponsor

NO restrictions or contingencies on the TPA are allowed. For instance, if the Sponsor requires grade or transcript review before paying, UNM will not authorize third-party billing, and the student must pay UNM directly and be reimbursed by the Sponsor.

Submit TPA's by e-mail to thirdparty@unm.edu or by fax to 505-277-7670.

TPA's must be renewed (as applicable) before they expire. To prevent enrollment cancellations, the Sponsor must renew a continuing student's TPA before the expiration date by submitting a new TPA according to the process described in this document.

Total Cost of Attendance: See page 2 for the line items that typically constitute the total cost of attendance at UNM for students residing on campus or off campus. Some of these costs change from time to time, and some are program-specific, such as tuition differentials to attend a particular program.

1. Payments to UNM:

By check

Address for regular mail:

UNM Bursar's Office
 Attn: Third-Party Coordinator
 MSC01 1310
 1 University of New Mexico
 Albuquerque, NM 87131-0001 USA

Address for DHL, Fed Ex, UPS, etc.:

UNM Bursar's Office
 Attn: Third-Party Coordinator
 1700 Lomas Blvd. NE, Suite 1100
 Albuquerque, NM 87131-0001 USA

By wire transfer

Bank Name: U.S. Bank
 Bank Address: Albuquerque, New Mexico, USA
 Account Name: University of New Mexico
 Account Number: 156402023717
 SWIFT Code (IBAN) (BIC): USBKUS44IMT
 Routing-Transit Number: 107002312
 Details of Wire: *[The details from the invoice are the student's name and UNM identification number. These VERY IMPORTANT details inform UNM how to apply the funds.]*

2. Direct Payments to Students: Sponsor must distribute funds *directly* to students to pay any expense listed in column 2 below. If students do not have another source of funds to pay for their initial expenses, then Sponsor must distribute sufficient funds for initial expenses *directly* to students *before* they arrive at UNM.

BUDGET LINE ITEMS FOR TYPICAL TOTAL COST OF ATTENDENCE AT UNM

1. Billed to Sponsor by UNM Bursar's Office	2. Paid to Students Directly by Sponsor
a. Tuition	a. Off-campus housing & damage deposits
b. Tuition Differential (if applicable)	b. Off-campus meals
c. Mandatory Student Fees	c. Off-campus utilities (electricity, gas, water)
d. Special Course Fees	d. Off-campus Internet Service
e. Lab Fees	e. Telephone
f. On-campus housing & damage deposits	f. Local Transportation
g. On-campus meal plans	g. Entertainment and Leisure
h. Books and Supplies	h. Visa Fees
i. Health & Accident Insurance	i. Round-Trip Travel
	j. Miscellaneous Personal Expenses
	k. Funds to pay initial expenses (as applicable)

Questions? Contact the UNM Bursar's Office at 505-277-5363 or thirdparty@unm.edu.



UNM

Bursar's Office

Fall 2017 – Tuition and Fees

**Tuition is assessed independently at each campus.*

UNDERGRADUATE & NON-DEGREE UNDERGRADUATE	NM Residents		Non-Residents	
	Tuition	Fees	Tuition	Fees
1 to 14 hours, per hour	\$248.36	\$62.00	\$856.22	\$62.00
15 to 18 hours, block (Full-time)	\$2,643.00	\$930.00		
12 to 18 hours, block (Full-time)			\$10,274.64	\$744.00
19+ hours, per hour (plus block)	\$176.20	\$62.00	\$856.22	\$62.00
Additional Undergraduate Tuition Differentials	<i>per hour; block from 15 to 18</i>		<i>per hour; block from 12 to 18</i>	
Anderson School of Management (ASM)	\$10.00		\$10.00	
Emergency Medical Services	\$60.00		\$60.00	
School of Engineering	\$15.00		\$15.00	
College of Nursing – Bachelors	\$185.00		\$185.00	
Upper Division Course Premium <i>(assessed on all 300 and 400 level courses)</i>	\$18.00 per hour, no block			
GRADUATE				
<i>First and second semester Non-Resident Graduate students (all programs) enrolled in six hours or less pay NM Resident rates. All Non-Resident Graduate students enrolled in seven hours or more pay Non-Resident rates for all hours taken. All Non-Resident, Non-Degree Graduate students pay Non-Resident rates for all hours taken.</i>				
GRADUATE AND NON-DEGREE GRADUATE				
1+ hours, per hour	\$271.04	\$68.20	\$915.08	\$68.20
12 to 18 hours, block			\$10,980.96	\$818.40
19+ hours, per hour (plus block)			\$915.08	\$68.20
Graduate Course Premium <i>(assessed to any student enrolled in any graduate level course offered by the Colleges of Arts & Sciences, Education and Fine Arts as well as those offered by University Libraries and University College)</i>	\$18.00 per hour, no block			
Additional Graduate Tuition Differentials	<i>per hour for all hours</i>		<i>per hour for all hours</i>	
Occupational Therapy - Masters	\$140.00		\$140.00	
School of Engineering	\$50.00		\$50.00	
Physical Therapy - Doctorate	\$164.00		\$164.00	
Additional Graduate Tuition Differentials	<i>per hour for all hours</i>		<i>per hour; block from 12 to 18</i>	
College of Nursing – Graduate	\$249.00		\$249.00	
Speech & Hearing Sciences	\$119.00		\$119.00	
GRADUATE PROFESSIONAL (ASM, Architecture & Planning, Law, Public Administration)				
1 to 11 hours, per hour	\$271.04	\$68.20	\$915.08	\$68.20
12+ hours, block	\$3,252.48	\$818.40		
12 to 18 hours, block			\$10,980.96	\$818.40
19+ hours, per hour (plus block)			\$915.08	\$68.20
Additional Graduate Professional Tuition Differentials	<i>per hour; block 12+ hours</i>		<i>per hour; block from 12 to 18</i>	
Architecture & Planning (courses)	\$74.63		\$74.63	
Anderson School of Management (ASM)	\$183.70		\$190.10	
ASM – non-ASM students (courses)	\$82.00		\$82.00	
Law School	\$352.34		\$527.05	
Public Administration (courses)	\$50.00		\$50.00	
COLLEGE OF PHARMACY (Pharm D)				
1 to 11 hours, per hour	\$426.40	\$68.20	\$1,338.08	\$68.20
12+ hours, block	\$5,116.80	\$818.40	\$16,056.96	\$818.40
Pharmacy Tuition Differential (per hour; block 12+ hours)	\$379.50		\$379.50	
ONLINE DEGREE COMPLETIONS PROGRAMS				
RN-BSN				
Per Hour (all residents)	\$331.68			
OTHER ONLINE DEGREE PROGRAMS (click on NEW Online Programs)				
Undergraduate per hour (all residents)	\$340.52			
Graduate per hour (all residents)	\$362.92			



Fall 2017 – Tuition and Fees

*Tuition is assessed independently at each campus.

	NM Residents	Non-Residents
DISSERTATION		
1 to 6 hours	\$633.22 (flat)	\$633.22 (flat)
7+ hours		\$633.22 + \$983.28/hr over 6
<i>School of Engineering Dissertation Differential</i>		
1 to 6 hours (no additional charge above 6 hours)	\$100.00 (flat)	\$100.00 (flat)
SCHOOL OF MEDICINE		
	\$7,899.43	\$22,687.99
Med School Curriculum Fee: \$1,350 per student.	Med School Needlestick Insurance: \$22 per student.	
Med School Disability Insurance: \$103.08 per student, Fall only.		
Med School Virtual Histology Fee: \$100 assessed to new Med School admits, one-time fee.		
OTHER MANDATORY FEES		
College of Education Curriculum Fee (TK20): \$125 assessed to new COE admits, one-time fee.		
GPSA Fee: \$25 assessed to all Graduate including ASM Graduate, Law, Dissertation, Pharmacy and Med students.		
HSC Student Council Fee: \$1.00 assessed to all HSC students.	HSC Library Fee: \$130 assessed to all HSC students.	
Health Sciences Needlestick Insurance: \$30 to various HSC disciplines.	Law School Curriculum Fee: \$250 per student.	
Physician Assistant Curriculum Fee: \$6,000 per student.	Physical Therapy Fee: \$275 assessed to all DPT students.	

The Enrollment Cancellation payment deadline is 5:00 PM Friday, September 1, 2017 (except for RN-BSN students). Students with a prior semester balance greater than \$200 will be canceled from their Fall 2017 courses.

Reduced Tuition for Senior Citizens

A student qualifies for a reduced tuition rate of \$5.00 per credit hour if they are:

- A New Mexico resident as defined by the NM Department of Higher Ed
- Age 65 or older as of the 21st day from the starts of the semester
- Registering for no more than six credit hours
- Registering on or after August 21, 2017

Refund Deadlines

Courses must be dropped by 5:00 PM on the listed day to receive the refund:

	All Programs, except College of Nursing	College of Nursing
First-Half Term	Friday, September 1, 2017	Monday, September 8, 2017
Full Term	Friday, September 8, 2017	Monday, September 15, 2017
Second-Half Term	Friday, October 27, 2017	Friday, November 3, 2017

Open Learning Courses, or courses that are outside the traditional schedule, are fully refundable if dropped before 20% of the course has been completed, except Independent Study through Correspondence courses (see below). Do not include partial days when calculating 20% of completion. For example, 20% of an 8-day course equals 1.6 days; therefore, the refund is calculated only if course is dropped on or before the first day. Courses with duration of 5 days or less must be dropped on or before the first day of the course to receive a full refund.

A course is not dropped by not attending. It is the student's responsibility to officially drop or withdraw from UNM by the published deadline (see above) to insure proper credit of tuition and fees are received.

Mandatory Student Fees, Course Fees, and Curricular Fees

Mandatory Student Fees, as prescribed in UNM Policy 1310, are assessed to all students registered on main campus, including the Health Sciences Center, and are assessed with tuition. Through the Student Fee Review Board (SFRB), ASUNM and GPSA hold deliberation on the fee amount to assess. The Board of Regents approves the final amount.

Course Fees, as prescribed in UNM Policy 8210.3.2, "are intended to help defray costs specifically associated with certain courses and are not intended to replace general operation costs, which are paid from tuition." They are approved by the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences (UNM Policy 8210.3.2.8).

Curricular Fees, as prescribed in UNM Policy 8210.3.2.2, "are charged to support curricular needs in the department, college, or school. The fee funds short-term and long-term needs for the purpose of instructing students, including technology, broadly shared materials and equipment, and other expenses relevant to multiple courses in a program." They are a type of course fee, therefore, are approved by the Provost/Executive Vice President for Academic Affairs or the Chancellor for Health Sciences.