K-STATE STUDY ABROAD OFFICE
BILLING REQUEST FORM

Students with extenuating financial or scholarship award situations, who require program fees to be processed through Kansas State University, must submit this form and an invoice to the Study Abroad Office in 304 Fairchild Hall.

- The K-State Study Abroad Office Billing Request form must be submitted to the Study Abroad Office no later than four weeks prior to the payment deadline.

- The invoice must be from the institution or program provider, containing the billing address, the date of the invoice, the total dollar amount to be paid, and what portion of that dollar amount is for tuition. A current W-9 may also be required, if the Office of International Programs has not made payments to the institution or provider in the past (please check with your Study Abroad Advisor).

Participants who are not Kansas State University students who require a paper bill must also complete this form.

For questions regarding Special Billing Requests through Kansas State University, please see http://www.k-state.edu/studyabroad/about/policies.html

First Name:______________________    Last Name:_____________________________

WID:___________________________  Term Abroad:_____________________________

City of Study:___________________  Country of Study:___________________________

Study Abroad Program Host Institution or Provider: _____________________________________

Explanation of extenuating financial circumstance or special scholarship award situation:

Signature: ____________________________________________          Date: _________________

Office Use Only:    ☐ Approved by (initials):_______          Date of Decision: _____________

☐ Declined (reason):