



**\*\* IMPORTANT \*\***

- Your classes will NOT be dropped for you. It is your responsibility to drop all your courses if you do not plan to attend Kansas State.
- Not looking at a bill does NOT eliminate your responsibility to pay. Billing and tax information is always available to you on line.
- Additional information on the Cashiers Website at <http://www.ksu.edu/pay>
- Financial aid listed as pending on your statement has not been paid to your university account and is not included in the Balance Due. It will automatically credit to your university account before the due date on your statement. See **\*\*Financial Aid\*\*** section on back.

**\*\*Contact Information\*\***

- KSU Cashiers  
211 Anderson Hall  
Manhattan Campus 66506  
(785-532-6317)
- KSU Cashiers  
2310 Centennial Rd  
209 College Center  
Salina Campus 67401  
(785-826-2614)

**Tuition bills are electronic and accessible on line.**

**\*\*Tuition Billing is now e-Bill\*\***

KSU now generates all tuition statement of accounts electronically. E-Mail notices are sent to the students' campus e-mail address to notify them of an amount due to the Cashiers Office and that their statement is available for viewing online. Statement activity is cut off on the 15<sup>th</sup> of each month and bills are produced. Payments are always due on or before 15<sup>th</sup>, or the last business day prior to the 15<sup>th</sup>, by close of business at 3:30 PM that day. Statements are available for viewing with internet access through the Cashiers website at [www.ksu.edu/pay](http://www.ksu.edu/pay) then click on "Parent Payment" and logon using student id and birth date (yymmdd) or access through iSIS "self service".

**\*\*Five Ways to Pay\*\***

**1. Mail:** Return the top portion of your Statement along with your check for the balance due. Include student ID number on your check. It is your responsibility to make sure the payment reaches the University Cashiers Office **no later than 3:30 p.m.** on the due date to avoid a 1.5% Default Charge.

**2. In person:** Student ID number must be on your check. **a) Take** payment to the University Cashiers Office (see locations to the left); **b) Leave** your payment in the drop box: in **Salina** next to the Cashier's window at 209 College Center, in **Manhattan** in the door of 211 Anderson Hall or next to the outside door on the north side of Anderson Hall.

**3. Direct debit from checking (e-check):** There is **no fee** for payments made **on line** at Kansas State University's own website at [www.ksu.edu/pay](http://www.ksu.edu/pay) and click on "Parent Payment", and logon using student id and birthdate (yymmdd).

**4. Credit card:** To pay with American Express, Discover or MasterCard go online to [www.ksu.edu/pay](http://www.ksu.edu/pay) and click on "Parent Payment".

(Due to the university's interest in providing convenient payment options, Kansas State has contracted to provide CASHNet® SMARTPAY service for the acceptance of credit card payments via the web and Touchtone Telephone. **There is a fee** for the convenience of making payments using this service.)

**5. Tuition Installment Payment Plan:** To make partial payments on your balance for the **current** semester complete the **TIPP** enrollment available on line at [www.ksu.edu/pay](http://www.ksu.edu/pay) click on "Tuition Installment Payment Plan (TIPP)". Payments are due by 3:30 p.m. on the due date of your statement and paid in full by the end of the **current** semester. **Do not** enroll in **TIPP** if you are expecting financial aid sufficient to pay your tuition/fees. (See **\*\*Financial Aid\*\*** section on reverse side.)

(OVER)

## **\*\* Financial Aid \*\***

- On your first Statement of Account for each semester Financial Aid will be listed as **pending** and has **not** been paid to your university account and is **not** included in the Balance Due. **Before the due date** on your statement, pending aid will credit toward your tuition and fees **automatically**.
- Subtract the pending aid from the balance due. **You must pay the difference** if your financial aid is less than the Balance Due on your Statement of Account. Please refer to **\*\*Five Ways to Pay\*\*** on the front page for specific information on how to pay.
- If you **reduce your credit hours** you may **not** be eligible for all the financial aid you have received or expect to receive. If you **increase your credit hours** you may **owe** the Cashiers Office even after you have received your Financial Aid.
- Contact **Student Financial Assistance** for any financial aid questions, by phone, toll free at 877-817-2287, locally at 532-6420, or in person at 104 Fairchild Hall, **Manhattan** campus or 208 College Center, **Salina** campus 785-826-2638.
- When **financial aid is greater** than the Balance Due on your Statement of Account you should receive a **refund** in one of two ways, direct deposit or check. To have the funds direct deposit (electronically transferred) to any U.S. checking account, you must complete an "Authorization for Electronic Funds Transfer of Excess Financial Aid and Tuition/Fees Refund" form found in the Cashiers Office, in the Financial Aid Office or on line at: <https://www.ksu.edu/pay> click on "forms". This **authorization will remain on file and in effect** in the Cashiers Office until cancelled or changed in writing.
- If the (EFT) Electronic Funds Transfer form is received in our office by 5 PM on Monday your refund will be available in your checking account on Thursday.
- Checks are available for pick up on Thursday. If not picked up on Thursday they are mailed to your Home (Local) Address Friday.

## **\*\*Privacy Policy\*\***

Student account information will not be given to parents or others without written permission from the student. "Authorization to Release Information" form is available on line at: <https://www.ksu.edu/pay> click on "forms". This completed form must be on file in the Cashiers Office and will remain in effect until it is changed by the student in writing.

## **\*\*Non-Resident/ Resident Status\*\***

If you have been assessed non-resident (NR) tuition and should be considered resident (RES), contact the applicable enrollment office listed below to inquire about an adjustment under any of these circumstances:

- ✓ Military personnel or dependent
- ✓ University employee or dependent
- ✓ Resident of reciprocating state or country
- ✓ Recruited/transferred-employee or dependent
- ✓ Kansas high school graduate

**Manhattan** Enrollment Services 210 Willard Hall  
(785-532-6321)

**Salina** Enrollment Services 208 College Center  
(785-826-2639)

## **Sponsored Students\*\***

- If your tuition and fees will be **fully paid** by a sponsoring organization please **verify** that your written sponsor authorization form is on file with the Cashiers Office at least one week prior to **the due date of your bill**.
- If your tuition and fees will be **partially paid** by a sponsoring organization, print the name of your sponsoring organization across the top portion of the Statement of Account and return it with **your check** for the remaining balance due. If your payment portion will be by **credit card** or **ACH**, please refer to **\*\*Five Ways to Pay\*\*** on the front page for specific information.
- Please keep in mind that payment of tuition and fees are the **responsibility of the student**. In the event that we do not have your sponsor authorization on file at least one week before the due date of your bill, you may be responsible for any late fees and there will be a hold placed on your account.
- **Should your sponsor not make payment, all charges and late fees will become the responsibility of the student.**