

**KANSAS STATE UNIVERSITY – MANHATTAN
COMPREHENSIVE FEE SCHEDULE**

Effective 2004 Fall Semester

(In accordance with Board of Regents' minutes through June 30, 2004)

I. FALL/SPRING SEMESTER

Tuition (Based on Course Level)	Resident	Non-Resident
Undergraduate (per credit hour) ^a	\$ 137.00 ^d	\$ 429.00
Graduate (per credit hour) ^a	\$ 194.00 ^d	\$ 495.00
Veterinary Medicine	\$ 288.00	\$ 771.00

Campus Privilege Fee Rates^{b,c}	Resident	Non-Resident
1 st Hour	\$ 66.30	\$ 66.30
2 nd through 12 th hour	\$ 19.20	\$ 19.20
Maximum Fee for 12 hours or more	\$ 277.50	\$ 277.50

II. SUMMER SEMESTER

Tuition (Based on Course Level)	Resident	Non-Resident
Undergraduate (per credit hour)	\$ 137.00 ^d	\$ 429.00
Graduate (per credit hour)	\$ 194.00 ^d	\$ 495.00
Veterinary Medicine (per credit hour)	\$ 288.00	\$ 771.00

Campus Privilege Fee Rates	Resident	Non-Resident
1 st hour	\$ 33.15	\$ 33.15
2 nd through 6 th hour	\$ 14.60	\$ 14.60
Maximum Fee for 6 hours or more	\$ 106.15	\$ 106.15

III. TUITION SURCHARGE FOR COURSES IN:

College of Business Administration	\$15.00 per credit hour
College of Engineering	\$15.00 per credit hour

IV. SPECIAL FEES (EQUIPMENT FEE)

Undergraduate and Graduate students enrolled in the College of Architecture, Planning and Design and College of Engineering courses	\$14.00 per credit hour
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NOTE: Undergraduate and graduate students who were enrolled in the College of Engineering curricula and attended the Spring 2001 semester will be assessed the flat rate Engineering Fee in effect at that time until they graduate or otherwise leave KSU. The Flat Rates are:

Fall and Spring Semesters: 7 or more credit hours	\$ 85.00
Fall and Spring Semesters: 6 or fewer hours	\$ 42.50
Summer Semesters: 4 or more credit hours	\$ 42.50
Summer Semesters: 3 or fewer credit hours	\$ 21.25
Intersessions:	\$ 21.25

V. AUDITING

Auditing is permitted at no charge on a space available basis that allows course attendance without participation or credit upon approval of the instructor. This privilege is not applicable to laboratory and Continuing Education courses. Tuition is waived for students auditing classes and who are classified as Kansas residents over 60 years of age upon request and proof of age.

VI. OFF-CAMPUS COURSES^e

Tuition	
Undergraduate (per credit hour) ^a	\$ 180.00

Graduate (per credit hour) ^a	\$ 250.00
Tuition Surcharge for courses in the Colleges of Business Administration & Engineering (per credit hour)	\$ 15.00
No Credit/Audit ^a	lowest advertised tuition rate per hour
Non-Credit Courses	varies to correspond with total direct costs
Regents Center Construction Fee	Students enrolled in Kansas State University courses offered in the KU Regents Center in Kansas City will be assessed a \$10.00 per credit hour charge to defray costs to construct this facility.

Course Charge	An additional charge may be made to correspond with the actual costs of providing goods and services which are an integral part of presenting a course bearing academic credit, such as equipment and laboratory fees, distance education and media fees, testing fees, equipment rental, video/audio tapes, supplies and directly related items.	
Telenet Media Fee (for courses delivered via Kansas Regents Network)	One hour course	\$ 30.00
	Two credit hour course	\$ 35.00
	Three credit hour course	\$ 40.00
Special Handling Fee for Late Registration	After the first day of class (not subject to refund)	\$ 25.00

VII. CONFERENCES AND NON-CREDIT PROGRAMS (vary to correspond with direct costs)

VIII. ON-CAMPUS COURSES ENROLLED THROUGH THE DIVISION OF CONTINUING EDUCATION

Tuition	Resident	Non-Resident
Undergraduate (per credit hour) ^a	\$ 149.00	\$ 441.00
Graduate (per credit hour) ^a	\$ 206.00	\$ 507.00
Tuition Surcharge for courses in the College of Business Administration & Engineering (per credit hour)	\$ 15.00	\$ 15.00
Veterinary Medicine (per credit hour) ^a	\$ 300.00	\$ 783.00
No Credit/Audit	lowest advertised resident/non-resident tuition rate above	
Non-credit Courses	varies to correspond with total direct costs	
Course Charge	An additional charge may be made to correspond with the actual costs of providing goods and services which are an integral part of presenting a course bearing academic credit, such as equipment and laboratory fees, distance education and media fees, testing fees, equipment rental, video/audio tapes, supplies and directly related items.	
Student Fees	Campus Privilege Fees (both credit and applicable non-credit courses excluding Intersessions for students who have been enrolled in the preceding Fall or Spring semester respectively) \$1.00 per day (not to exceed the maximum privilege fee assessed per semester)	
Special Handling Fee for Late Registration	after the first day of class (not subject to refund) - \$25.00	

^a Includes \$11.55 library and technology tuition assessment.

^b Students enrolled in a spring semester, but not attending summer sessions may access Student Health Center services during the summer by paying the health privilege fee assessed a summer student enrolled in 6 or more credit hours, due prior to receiving services. A student who has paid the health privilege fee in a current semester may elect to provide his/her non-student spouse with health service eligibility by paying the health privilege fee assessed a full-time student, as defined by the university, for the fall and spring semesters or the summer session fee defined above. This fee is also due prior to receiving services. These special health service fees do not include the use of university Counseling Services. Full time employees of Kansas State University enrolled in classes are not assessed a Student Health fee, but may elect to pay the fee, based upon enrolled credit hours, and therefore be eligible for Student Health Center services.

^cStudents who are enrolled only in on-campus courses held more than 30 miles from campus and will reside outside of a 30-mile radius of the KSU-Manhattan campus during that semester are exempt from all campus privilege fees.

^dEmployees (as defined in Eligibility for Resident Fees) are assessed resident tuition.

^eOff campus undergraduate courses administered by the Division of Continuing Education and offered at U.S.D. 383 facilities and other selected sites are assessed tuition only. No area fees are charged.

IX. FIELD CAMPS

Students who are enrolled in on-campus courses consisting primarily of field projects that require travel to and overnight stay at the field site will be charged an additional fee that approximates the direct cost of travel and subsistence.

X. APPLICATION PROCESSING FEES (not subject to refund)

Application for admission of international students to undergraduate program	\$55.00
Application for admission to post-baccalaureate programs in the Departments of Architecture, Landscape Architecture and Regional and Community Planning (not applicable to other fees)	\$30.00
Application for admission to post-baccalaureate program in Business Administration/includes International students	\$45.00
Application for admission to first professional program in Veterinary Medicine	\$50.00
Application for admission to graduate programs	\$30.00
Application for admission of international students to graduate programs (except Bus. Admin.)	\$55.00
Application for first-time admission to undergraduate program	\$30.00
Application for admission to Undergraduate Degree Completion Program (DCE)	\$30.00
Application for Graduation	\$15.00
Application for post-baccalaureate program in art	\$25.00

XI. VETERINARY MEDICINE COLLEGE ACCEPTANCE FEES

Students entering the Veterinary Medicine professional program shall pay a fee deposit of \$100 for resident and contract students or \$250 for non-resident students upon acceptance of admission. This non-refundable fee will be applied to the student's Fall semester tuition and fees.

XII. CONTRACTS AND COMPENSATORY CHARGE

This schedule does not limit the charges that may be collected under arrangements with other governmental or private agencies, except that such arrangements may not provide for lesser charges. Compensatory or other charges to more nearly cover the actual cost of instruction are specifically authorized.

No tuition is charged students enrolled in instructional programs for which the entire cost, including faculty, is furnished by governmental or private agencies. Students enrolled in such programs on campus must pay all required campus privilege fees.

XIII. SPECIAL HANDLING FEE FOR LATE ENROLLMENT (not subject to refund)

On the first day of the semester	\$50.00
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Exceptions: Only exception is for late-starting short courses. A special handling fee does not apply to corrections of tuition assessments.

XIV. PAYMENT OF TUITION AND FEES

Statements are prepared as of the 15th of every month and the due date is the 14th of the following month (or the preceding Friday if the 14th falls on a weekend or holiday). If the total balance due on each statement is not paid by the due date, there will be a Default Charge of 1.5% compounded monthly assessed on the amount billed but not paid.

Students who early enroll in courses for a semester will have their tuition/fees on the following monthly statements:

Semester	Fall	Spring	Summer
Bill Date	July 15	December 15	May 15

Exceptions: If the student’s eligibility to receive financial aid is verifiable prior to the student’s tuition and fee payment due date, the Director of Student Financial Assistance may authorize, at the student’s request, the temporary* suppression of the Default Charge. The student’s obligation to pay regularly assessed tuition and fees is not reduced by a suppression of the Default Charge.

Listed below are the authorized categories for the suppression of the Default Charge:

- Students who have all financial aid application requirements and whose awards have been made by the June packaging date, but whose aid has not been disbursed. The student must pay any amount of tuition and fees over and above the pending financial aid award.
- Graduate Students on Assistantship who are employed in a Research or Teaching assistantship and will be receiving a University paycheck.
- Military veterans eligible to receive monthly benefits from their home country.
- International Students awaiting funds from their home country.

In addition, a student may choose to sign up for a four-installment payment plan during fall and spring semesters and a two-month installment plan during the summer term. There will be a \$10.00 per month administrative fee for utilizing the installment plan. For more information contact the University Cashiers Office, 212 Anderson Hall, (785) 532-6317.

Small student account credit balances of less than \$5 will be charged a “dormant account fee” of the amount of the credit balance, when the account has been inactive for a period of one year.

*The Default Charge will be suppressed only until November 15 (Fall Semester), April 15 (Spring Semester) and July 15 (Summer Semester). If an unpaid balance remains as of those dates, the 1.5% Default Charge will be assessed.

XV. RECORD AND ENROLLMENT HOLDS

The University will withhold students’ records and deny future enrollment for non-payment of fees, loans, and other appropriate charges and for non-return of University property.

XVI. INTERNATIONAL PROGRAMS

Study Abroad Program Administrative Fee per semester, per student enrolled in a study abroad program not taught or conducted by Kansas State University faculty	\$ 25.00
Study Abroad Program Administrative Fee per semester, per student enrolled in a KSU Exchange Program	\$ 450.00
Group Study Abroad Administrative Fee per semester, per student involved with a Non-Exchange or Work Abroad Program or internship	\$ 150.00
Study Abroad Administrative Fee, per student, summer semester direct enrollment	\$ 100.00
Group Study Abroad Administrative Fee per participant for coordination of travel/accounting and marketing services	\$ 100.00
Group Study Abroad Participation Fee (varies to correspond with direct costs)	
Sponsored Student Fee, per agreements, per student, per month	\$ 50.00
English Language Program Application Fee	\$ 50.00
English Language Program Tuition (per credit hour)	\$ 200.00
English Language Program Non-Credit courses (varies to correspond with direct costs)	

XVII. TESTING FEES

An additional charge may be made for the administration of certain tests such as: College Level Examination Program (CLEP), Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), correspondence tests, etc. These charges are posted in the various departments.

XVIII. CAREER AND EMPLOYMENT SERVICES

Student Registration/Placement Fee (July 1, 2003-August 31, 2004)	\$ 30.00
Reference Packet Mailing (Students and Alumni only)	\$ 5.00
5-Reference Packet Mailings (Students and Alumni only)	\$ 20.00

XIX. PARKING FEES

Parking fees and fines are assessed as authorized by the Board of Regents and in accordance with Article 4, Section 884-1, et. seq. of the Kansas Administrative Regulations.

XX. ADDITIONAL USE FEES

All departmental charges for specific goods and services (i.e., photocopy, optional instructional materials, building use fees) not explicitly identified herein will be priced at an amount that approximates actual cost. As specified in the Schedule of Charges, campus administrative procedures are to be followed for approval and collection of these charges.

Kansas Open Records Act Fee	As filed with the Kansas Department of Administration
Copies of public documents	At cost
Laboratory courses	Cost of breakage
Interlibrary loan and other charges	As appropriate when authorized
Library misuse fees	As appropriate when authorized
Loans and related interest and charges	As appropriate when authorized
Rental and use fees for recreational equipment	As appropriate when authorized
Returned check fee	\$30.00 per check
ROTC property	As appropriate when authorized
Student health services	As appropriate when authorized
Transcript fee	\$ 8.00 per transcript
Diploma Replacement	\$10.00 per each replacement
Student Identification Card/Replacement	\$15.00 per each
K-State Tuition Installment Payment Plan	\$10.00 per installment payment
Change of an Established K-State eID	\$50.00
Dormant Account Fee	As appropriate when authorized
Art Material Charge	Students will be charged an amount that approximates the actual cost of supplies and materials used in selected Art courses

Students are required to reimburse the institution for the cost of a) excess breakage and wastage of materials and b) materials used in excess of those required for completion of course work.

XXI. AMERICAN INSTITUTE OF BAKING STUDENTS

Students enrolled in a regular semester at the American Institute of Baking will be considered adjunct students. They will pay the full campus privilege fees, other than tuition, in Paragraph 1 on Page 1 and will be entitled to use the Lafene Student Health Center, K-State Union and Peters Recreational Complex, and to purchase tickets for athletic and cultural events at student prices.

XXII. ELIGIBILITY FOR RESIDENT TUITION

The following are eligible for resident tuition:

Residents. Guidelines for the determination of residency for tuition purposes are set forth in Appendix D, Residency Rules and Regulations, of the Policy and Procedures Manual for the Board of Regents along with referenced Kansas Statutes and Administrative Regulations.

Employees of universities under the Kansas Board of Regents, other than hourly student employees, working .40 FTE time or more as follows:

- For fall semesters (employed September 1 through November 17)
- For spring semesters (employed February 1 through April 17)
- For summer semester (employed the duration or employed from February 1 through April 17)

- For the semester in which a graduate degree is awarded

Employees of the federal government given adjunct appointments at Kansas State University or assigned to one of the ROTC units at Kansas State University

Military personnel.

- Stationed and living in Kansas and military personnel assigned to Kansas State University as full-time students
- Persons who are domiciliary residents of the State, who were in active military service prior to becoming domiciliary residents of the State, who were present in the State for a period of not less than two years during their tenure in active military service, whose domiciliary residence was established in the State within 30 days of discharge or retirement from active military service under honorable conditions, but whose domiciliary residence was not timely enough established to meet the residence duration requirement.

Dependents. Spouses and dependent children of full time employees and military personnel defined above.

Exchange Students from Missouri. Students eligible to pay resident fees at the University of Missouri who are enrolled in the following programs at Kansas State University: Bachelor of Architecture, BS in Architectural Engineering, BS in Bakery Science and Management, BS in Feed Science and Management, BS in Horticulture Therapy, Bachelor of Interior Architecture, Bachelor of Landscape Architecture, BS in Milling Science and Management, MS and PhD in Grain Science and Industry.

This privilege is granted in exchange for resident fees for Kansas students who enroll in certain programs in Missouri. (Subject to limitation arbitrated by Kansas Board of Regents and Missouri Board of Education.)

Kansas High School Graduates. Persons who are not domiciliary residents of the State, who have graduated from a high school accredited by the State Board of Education within six months of enrollment, who were domiciliary residents of the State at the time of graduation from high school or within 12 months prior to graduation from high school, and who are entitled to admission at a State educational institution pursuant to K.S.A. 72-116, and amendments thereto.

Undocumented Immigrants. High school graduates who attended an accredited Kansas high school for at least three years and who are formally seeking legal immigrant status may be eligible for resident tuition.

Recruited/Transferred Employee. Persons who have been recruited to Kansas for full-time employment or transferred to a Kansas location within the last 12 months and their dependents. Self employed persons are not eligible for this resident tuition status.

XXIII. REFUND POLICY

On-Campus

The following table applies to students who completely withdraw from a semester and to the reduction in tuition and fees for students who reduce their enrollment. Percentages and days are illustrated for full-semester (10 weeks or more) courses. Refunds for courses of less than 10 weeks will be pro-rated based on the number of days in the course. Each course will be refunded separately from any other courses.

Time of Withdrawal	Refund Percentage
Through 21 st Calendar Day	100 %
22 nd Through 28 th Calendar Day	50%
After 28 th Calendar Day	No Refund

Refunds will not be made until sufficient time has elapsed to ensure that fee payment checks have been honored by the bank, usually 15 days after the student pays. Students who completely withdraw from a semester lose access to all campus student services as of the date of withdrawal. Academic action taken after the last day of a semester will not result in a refund.

Federal regulations may require students attending the university who receive federal forms of financial assistance under Title IV, and completely withdraw from the university, to be subject to a "return of Title IV aid" calculation which is different from the above refund percentages. Contact the office of Student Financial Assistance for details.

Military

Students who must report for active U.S. military duty during an academic semester are entitled to receive a full refund of tuition and fees. All refunds are subject to presentation of official military documentation. Students who volunteer for military service will be subject to the University’s non-military refund policy. Room and board charges will be prorated to the extent that services have been provided.

Continuing Education Refund Policy

Type of Course	% of Refund	Guidelines
Credit Course Tuition	100%	If requested prior to the completion of 20% of the course or if the course is cancelled. Some course charges are not refundable.
	50%	If requested after 20% but before 25% completion of the course.
	No Refund	If requested after completion of 25% of the course or if the course is being audited.
NOTE: Some professional degree programs may have special refund policies that will be published in the program announcement.		
Non-Credit Programs and Courses	Refund policies will be stated in the published announcement. A full refund will be made if the event is cancelled.	
Note: Federal regulations require students attending the university who receive federal forms of financial assistance under Title IV, and completely withdraw from the university, to be subject to a “return of Title IV aid” calculation which is different from the above refund percentages. Contact the office of Student Financial Assistance for details.		

XXIV. HOUSING AND FOOD SERVICE RATES

Residence Halls (Single Students Per Person)***	Regular Semesters⁽¹⁾ (Effective 7/1/04)	Rooms and Meals* Summer Terms (eff. 5/04)	
<u>Residence Halls – 20 meal plan</u> ***		<i>Cost Per Week **</i>	<i>12 Month Contract</i>
Double Rooms**	\$2,568.00	\$157.00	\$629.00
Double Room As Single**	\$3,048.00	\$235.00	\$782.00
Small Single Room**	\$2,718.00	Not Available	
<u>Residence Hall – 15 meal plan</u> (any 15 per week)***			
Double Rooms	\$2,528.00	\$154.00	\$616.00
Double Room As Single	\$3,008.00	\$232.00	\$770.00
Small Single Room	\$2,668.00	Not Available	
		Not Available	
<u>Residence Halls– 10 Meal Plan</u> (any 10 per week)***			
Double Rooms	\$2,498.00	\$152.00	\$606.00
Double Room As Single	\$2,978.00	\$230.00	\$760.00
Small Single Room	\$2,648.00	Not Available	
<u>Residence Halls – Special Options</u> ***	Regular Semester	(Note: Summer Terms Not Available)	
Suites – Single Room – 20 Meal Plan*****	\$3,290.00		
Suites – Single Room – 15 Meal Plan*****	\$3,250.00		
Suites – Single Room – 10 Meal Plan*****	\$3,220.00		
Suites – Double Room – 20 Meal Plan	\$3,170.00		
Suites – Double Room – 15 Meal Plan	\$3,130.00		
Suites – Double Room – 10 Meal Plan	\$3,100.00		
Suites – Triple Room – 20 Meal Plan	\$2,950.00		
Suites – Triple Room – 15 Meal Plan	\$2,910.00		
Suites – Triple Room – 10 Meal Plan	\$2,880.00		
Suites – Quad Room – 20 Meal Plan	\$2,710.00		
Suites – Quad Room – 15 Meal Plan	\$2,670.00		
Suites – Quad Room – 10 Meal Plan	\$2,640.00		
<u>Cooperative House – 20-Meal Plan</u> *****			
Double Room	\$2,140.00		

⁽¹⁾All recommended rates are maximums that are charged.

*Includes maid service other than within rooms. Sunday evening meals are not served.

**Plus a non-refundable application fee of \$25.00 per academic year or \$12.50 for second semester, from which a sum not to exceed \$20.00 may be deducted as a recreational and social fee.

A non-refundable application fee of \$30.00 per academic year or \$15.00 for second semester (from which a sum not to exceed \$25.00) may be deducted as a recreation and social fee. Increase requested by executive board of the association of residence halls. This increase is effective for Fall 2005 contracts.

***For installment payment due dates, cancellation dates and charges, please refer to “Student Housing Contract Terms.”

****Plus assisting with house and food service operations on an average of one hour per day. No maid service.

*****Renamed from Van Zile.

- 1) In addition to the monthly rates, a refundable deposit equal to one month’s rent is required at time of application and a non-refundable application fee of \$25.00 for each application from which a sum not to exceed \$20.00 may be deducted as a recreational and social fee. A late payment fee of \$10.00 will be charged for apartment rent not paid when due.
- 2) Students provide linen, dishes, telephone and electricity.
- 3) Students provide linen, dishes and electricity.

Jardine Apartments:

<i>Married Student Apartments: (rate per month 1,2)</i>		<i>Single Student Apartments: (rate per month 1,3)</i>	
One Bedroom Furnished	\$334.00	One Bedroom Furnished	\$478.00
One Bedroom Unfurnished	\$319.00	One Bedroom Unfurnished	\$421.00
Two Bedroom Furnished	\$392.00	Two Bedroom Furnished	\$578.00
Two Bedrooms Unfurnished	\$377.00	Two Bedroom Unfurnished	\$502.00

5 Meal Plan Option (lunch, M-F) for residents of Housing and Dining Services Apartments	\$ 399.00 per semester
10 Meal Plan Option	\$1,233.00 per semester
15 Meal Plan Option	\$1,257.00 per semester
20 Meal Plan Option	\$1,288.00 per semester