



**** 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 anticipated 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 & Student Accounts**
211 Anderson Hall
Manhattan Campus 66506
(785-532-6317)
- **KSU Cashiers & Student Accounts**
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 15th of each month and bills are produced. Payments are always due **on or before the 15th, or the last business day prior to the 15th, by 3:00 PM.** Statements are available for viewing with internet access through the Cashiers website at www.ksu.edu/pay then click on "Payment Options" 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 3:00 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 212 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 and click on "Payment Option", 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 and click on "Payment Option".
(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. **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 click on "Tuition Installment Payment Plan (TIPP)". Payments are due by **3:00 p.m.** on the **15th of each month. 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 enroll through **iSIS**. Click "**PayNow/eBill/Signup**" Click "**PayNow/eBill/Signup/Direct Deposit**" Scroll down to "**eRefunds**" This information will remain in effect until changed or cancelled by you through iSIS.
- Please see the Cashier's Website at: <http://www.ksu.edu/pay> for details on refund check availability.

****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 118 Anderson Hall
(785-532-6254)

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

Sponsored Students**

- If your tuition and fees will be **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**.
- 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.**