STATEMENT OF ACCOUNT INFORMATION

Return the top portion of your Statement of Account with payment in the envelope provided with your Statement, or deliver it to the appropriate campus address:

**Manhattan Campus:**
Division of Financial Services-Cashiers  
212 Anderson Hall  
Manhattan, KS 66506-0108

**Salina Campus:**
Business Office  
209 College Center  
Salina, KS 67401-8196

*Note:* Payments received by mail or in person after 4:00 p.m. daily will be recorded on students’ accounts the following business day.

**Credit Card Payment**
To pay with American Express, Discover or Master Card, call 866-546-0415 or log onto CASHNet SMARTPAY at: [https://www.cashnetsmartpay.com/ksu](https://www.cashnetsmartpay.com/ksu).

(Due to the university’s interest in providing convenient payment options for its students, Kansas State has contracted with Informed Decisions Corp. to provide CASHNet SMARTPAY service for the acceptance of credit card via the web and Touchtone Telephone for tuition and fees at Kansas State University. There is a service charge for the convenience of making payments using the CASHNet SMARTPAY service).

**ACH Payment (e-check):** On line at: [https://commerce.cashnet.com/ksuach](https://commerce.cashnet.com/ksuach), Kansas State University’s own website. The university does not charge a fee for ACH payments made at its website.

**Change of Address**
It is your responsibility to keep the University informed of your correct addresses. Addresses, (local, permanent, emergency, billing) can be updated by both current and former students through the iSIS web site [http://isis.ksu.edu](http://isis.ksu.edu).

**Special Handling Fee**
A $50 Special Handling Fee is assessed to students who enroll after the first day of classes. Special Handling Fees are non-refundable and must be paid. The fact that a student may withdraw from classes during the 100% refund period does not eliminate the student's responsibility to pay the Special Handling Fee, if assessed.

**Uncollectible Check Policy**
Checks accepted by any unit of the University and returned by a financial institution as uncollectible, will be subject to an uncollectible check charge of $30.

**Questions**
All questions regarding specific charges should be directed to the department that generated the charge. The following telephone numbers and departmental e-mail addresses are provided to assist you in contacting various University departments for assistance.

**Manhattan (All area codes are 785)**
- University Cashiers Off. 532-6317 cashiers@ksu.edu
- Enrollment Services 532-6321 registrar@ksu.edu
- Student Housing Office 532-6453 housing@ksu.edu
- Hale Library 532-7425 library@ksu.edu
- Lafene Health Center 532-7759 lafene@ksu.edu
- University ID Card Off. 532-6399 wccard@ksu.edu
- Telecommunications 53 2-7001 telecom@telecom.ksu.edu
- Chemistry Department 532-1453 dwright@ksu.edu
- Career & Employ. Serv. 532-6506 ces@ksu.edu
- Biochemistry Department 532-6121 biochem@ksu.edu
- Business Office 826-2614 kayvan@sal.ksu.edu
- Registrar's Office 826-2639 j dean@sal.ksu.edu
- Financial Aid 826-2938 chrism@sal.ksu.edu

**Salina (All area codes are 785)**
- Business Office 826-2939 kayvan@sal.ksu.edu
- Flight Accounts 826-2939 awise@sal.ksu.edu
- Parking 826-2952 pats@sal.ksu.edu
- Library 826-2952 arlene@sal.ksu.edu