K-STATE EDUCATION ABROAD
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 Education Abroad in 304 Fairchild Hall.

- K-State Education Abroad Billing Request form must be submitted to Education Abroad 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 Education 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 https://www.k-state.edu/abroad/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):

Education Abroad | 304 Fairchild Hall, Manhattan, KS 66506 | 785-532-5990 | Fax: 785-532-6550 | abroad@ksu.edu | www.ksu.edu/abroad