

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

Effective 2013 Fall Term

(In accordance with Board of Regents' minutes through June 30, 2013)

I. FALL/SPRING TERM

Tuition (Based on Course Level)	Resident	Non-Resident
Undergraduate (per credit hour)	\$ 261.00 ^c	\$ 692.50
Graduate (per credit hour)	\$ 350.10 ^c	\$ 790.10
Veterinary Medicine (per credit hour)	\$ 512.40	\$ 1,162.10
Note: An \$11.80 per credit hour college instructional support fee is included in tuition rates.		

Campus Privilege Fee Rates ^{a,b}	Resident	Non-Resident
1 st Hour	\$ 88.40	\$ 88.40
2 nd through 12 th hour	\$ 26.30	\$ 26.30
Maximum Fee for 12 hours or more	\$ 377.70	\$ 377.70

II. SUMMER TERM

Tuition (Based on Course Level)	Resident	Non-Resident
Undergraduate (per credit hour)	\$ 261.00 ^c	\$ 692.50
Graduate (per credit hour)	\$ 350.10 ^c	\$ 790.10
Veterinary Medicine (per credit hour)	\$ 512.40	\$ 1,162.10
Note: An \$11.80 per credit hour college instructional support fee is included in tuition rates.		

Campus Privilege Fee Rates	Resident	Non-Resident
1 st hour	\$ 44.10	\$ 44.10
2 nd through 6 th hour	\$ 19.90	\$ 19.90
Maximum Fee for 6 hours or more	\$ 143.60	\$ 143.60

^aStudents enrolled in a spring term, but not attending summer term may access Lafene 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 term 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 terms or the summer term 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 (.9 FTE or greater) enrolled in courses may elect to not pay the health services portion of the Campus Privilege Fee and, therefore, not be eligible for Lafene Health Center services.

^bStudents 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 term are exempt from all campus privilege fees.

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

III. TUITION SURCHARGE FOR COURSES IN:

College of Business Administration (per credit hour)	\$ 20.00
College of Engineering (per credit hour)	\$ 20.00

IV. SPECIAL FEES (EQUIPMENT AND OTHER FEES)

Undergraduate and Graduate students enrolled in the College of Architecture, Planning and Design (per credit hour)	\$ 35.00
Undergraduate and Graduate students enrolled in the College of Arts and Sciences courses, excluding Art and Field Camp courses that are assessed a separate fee and all AERO and MSCI military science courses (per credit hour)	\$ 8.00
College of Engineering (per credit hour)	\$ 19.00

V. COLLEGE OF BUSINESS ADMINISTRATION PROFESSIONAL ADVANTAGE FEE

1 st through 11 th credit hour (per credit hour)	\$ 8.34
Maximum fee for 12 or more credit hours	\$ 100.00
Note: College of Business Administration undergraduate degree seeking students will be charged this fee for a maximum of ten semesters of full-time equivalent study. Students enrolled in the Online General Business Degree Completion program will not be charged this fee. Refunds will not be issued for changes in academic programs after the 20 th day of classes for a term. (Fall and Spring terms only)	

VI. OFF-CAMPUS COURSES ENROLLED THROUGH THE DIVISION OF CONTINUING EDUCATION^{d,e}

Tuition	
Undergraduate (per credit hour)	\$ 379.00
Graduate (per credit hour)	\$ 486.80
Veterinary Medicine (per credit hour)	\$ 649.10
Note: An \$11.80 per credit hour college instructional support fee is included in tuition rates.	
Non-Credit Option	lowest advertised resident tuition rate per credit hour
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 fees, testing fees, equipment rental, video/audio tapes, supplies and directly related items.

^dOff-campus courses administered by the Division of Continuing Education and offered at U.S.D. 378 and 383 facilities or through consortiums may be assessed an hourly rate that differs from the off-campus tuition rate.

^eFee waivers and/or adjustments will be approved if state authorization requires.

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)	\$ 273.00	\$ 704.50
Graduate (per credit hour)	\$ 362.10	\$ 802.10
Veterinary Medicine (per credit hour)	\$ 524.40	\$ 1,174.10
Note: An \$11.80 per credit hour college instructional support fee is included in tuition rates.		
Non-credit Option	lowest advertised resident tuition rate per credit hour	
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 fees, testing fees, equipment rental, video/audio tapes, supplies and directly related items.	

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 include incoming Study Abroad students, to undergraduate program	\$ 80.00
Application for admission of international students to graduate programs in College of Architecture, Planning and Design (not applicable to other fees)	\$ 100.00
Application for admission of international students to graduate programs in Business Administration	\$ 80.00

Application for admission of international students to graduate programs (except Business Administration and College of Architecture, Planning and Design)	\$ 75.00
Application for admission of domestic students to graduate programs (except Business Administration and College of Architecture, Planning and Design)	\$ 50.00
Application for admission of domestic students to graduate programs in College of Architecture, Planning and Design (not applicable to other fees)	\$ 90.00
Application for admission of domestic students to graduate programs in Business Administration	\$ 70.00
Application for admission to first professional program in Veterinary Medicine	\$ 50.00
Application for first-time admission to undergraduate program	\$ 30.00

XI. VETERINARY MEDICINE COLLEGE ACCEPTANCE FEES

Students entering the Veterinary Medicine professional program shall pay a fee deposit of \$500 upon acceptance of admission. This non-refundable fee will be applied to the student’s Fall term 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)

Initial enrollment on or after the first day of the term	\$50.00
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Note: Non-standard courses will be assessed the special handling fee if the initial enrollment is on or after the first day of the course. A special handling fee does not apply when adding courses to existing enrollments or 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 15th of the following month (or the preceding business day if the 15th 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. Due dates in August and January could be extended past the 15th. Due dates for these months will correspond with the start of the fall and spring term.

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

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

Note: 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.

Following are the authorized categories for the suppression of the Default Charge (duration of suppression based on category):

- 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 the U.S. Government

- 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 terms and a two-month installment plan during the summer term. There will be a \$40/fall term, \$40/spring term and \$20/summer term administrative fee for utilizing the installment plan. For more information contact the University Cashiers Office, 211 Anderson Hall, (785) 532-6317.

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.

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

Enrollment Fee, per student, enrolled in a credit bearing program abroad	\$ 25.00
Per term SEVIS compliance fee for all students with an F or J visa	\$ 15.00
Study Abroad Program Administrative Fee	\$ 150.00
Group Study Abroad Program Fee (varies to correspond with direct costs)	TBD
United HealthCare Insurance premiums will be assessed each term for all enrolled students with an F or J visa. Completion of an on-line waiver through iSIS is required for students whose sponsorship includes health insurance, graduate with GTA/GRA insurance coverage, and for students who have found alternative, qualifying health insurance from another provider.	\$536 spring/fall
	\$213 summer
English Language Program Application Fee	\$ 80.00
English Language Program Tuition (per credit hour)	\$ 345.00
English Language Program Non-Credit courses (varies to correspond with direct costs)	
International Admissions/Materials Special Handling Fee (Fed Ex)	\$ 50.00
International Sponsored Student Fee (per student/per term)	\$ 200.00

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. PARKING FEES

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

XIX. 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 maintained by the Division of Financial Services, 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 and delinquent checkout fees
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
Insufficient Funds Charge	\$30.00 per check/ACH

Check Re-issuance Charge	\$15.00 (if a student requests a re-issuance of a check within 15 business days of its original issuance)
ROTC Property	As appropriate when authorized
Student Health Services	As appropriate when authorized
Diploma Replacement	\$20.00 per each replacement (\$25.00 with cover)
K-State Student Identification Card	\$18.00 per each
K- State Student identification Card Replacement	\$20.00
K-State Tuition Installment Payment Plan	\$40.00/fall; \$40.00/spring; \$20/summer
Change of an Established K-State eID	\$50.00
Transcript Special Handling Fees	\$8.00/Priority Mail; \$30 Priority Mail/International \$25.00/Fed Ex-Domestic, \$40/FedEx-International; \$5.00/Facsimile
Transcript Fee (non-currently-enrolled students only)	\$15.00
Dormant Account Fee	As appropriate when authorized
Art Material Charge	TBD (amount that approximates the actual cost of supplies/materials used in selected Art courses)
Thesis & Dissertation Copyright (optional)	\$55.00
Electronic Thesis, Dissertation & Report Fee	\$100.00
Veterinary Medicine Technology/Material/Note Fee	\$450.00 (per term beginning Fall 2013 and future incoming first year classes; current 2 nd , 3 rd and 4 th year classes remain at \$400 per term)

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.

XX. AMERICAN INSTITUTE OF BAKING STUDENTS

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

XXI. ELIGIBILITY FOR RESIDENT TUITION

The following non-resident students are eligible to pay resident tuition while continuing to be classified as non-residents:

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.

Unclassified and classified employees of universities under the Kansas Board of Regents working .40 FTE time or more and graduate students working a combined .40 FTE (graduate assistant, graduate teaching assistant, graduate research assistant) during the periods below:

- For fall terms (employed September 1 through November 17)
- For spring terms (employed February 1 through April 17)
- For summer terms (employed the duration or employed from February 1 through April 17)
- For the term in which a graduate degree is awarded (Graduate School approval required if not employed full semester)

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.

- Military personnel 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 during their tenure in active military service and who have been honorably discharged.
- The dependents of a person in military service who is reassigned from Kansas to another duty station so long as such spouse or dependent children continue to reside in Kansas.

- A person, who qualifies to pay the equivalent of resident tuition by virtue of being a spouse or dependent of a person in military service, shall not lose such status because of a divorce or death, so long as the student remains continuously enrolled.
- Members of the Kansas Army or Air National Guard.

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, Bachelor of Interior Architecture, Bachelor of Landscape Architecture, Master of Architecture, Master of Interior Architecture and Master of Landscape Architecture.

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.

Kansas high school graduates, who attended an accredited Kansas high school for at least three years and who are either formally seeking legal immigrant status, or who are not eligible for resident tuition at any public postsecondary institution located in another state, may be eligible for resident tuition (KSA 76-131a).

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 and military personnel are not eligible for this resident tuition status.

XXII. REFUND POLICY

The following table applies to students who completely withdraw from a term and to the reduction in tuition and fees for students who reduce their enrollment. Percentages and days are illustrated for full-term courses. Refunds for courses of less than a full term will be pro-rated based on the number of days in the course. Each course will be refunded separately from any other courses. If any refund percentage period ends on a weekend or university holiday, the percentage period will be extended to the next school day.

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. Refunds generated entirely from dropped courses will not be issued during the first twenty days of course. Students who completely withdraw from a term lose access to all campus student services as of the date of withdrawal. Academic action taken after the last day of a term 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 term 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.

Division of Continuing Education

Some professional degree programs may have special refund policies that will be published in the program announcement.	
Non-Credit Programs	Refund policies will be stated in the published announcement. A full refund will be made if the program is cancelled.

XXIII. HOUSING AND FOOD SERVICE RATES

Residence Halls (Single Students Per Person)*** Regular Term/effective July 1, 2013/Per Semester. All rates are subject to an additional \$25.00 University billing fee.

<u>Residence Halls – 20 meal plan</u>	Room and Meals
Double Room	\$3,855.00
Small Single Room	\$4,065.00
<u>Residence Halls – 15 meal plan</u> (any 15 per week)	
Double Room	\$3,805.00
Small Single Room	\$4,015.00
<u>Residence Halls – 10 meal plan</u> (any 10 per week)	
Double Room	\$3,770.00
Small Single Room	\$3,980.00
<u>Residence Halls – Flex 15 Meal Plan with \$150 Marketplace \$*****</u>	
Double Room	\$3,940.00
Small Single Room	\$4,150.00
<u>Cooperative House – 20 meal plan</u> ****	
Triple Room	\$3,240.00
<u>Suite Options</u> (priced per semester)	
1 Person Regular Term	\$1,095.00
2 Person Regular Term	\$ 910.00
3 Person Regular Term	\$ 820.00
4 Person Regular Term	\$ 550.00
1 Person Private Apartment	\$ 1,295.00
1 Person Private	\$ 1,095.00
2 Person Private	\$ 910.00
3 Person Private	\$ 820.00
4 Person Private	\$ 550.00
1 Person by 1 Person (bath between)	\$1,000.00
1 Person side of a 1 by 2 (bath between)	\$ 950.00
2 Person side of a 1 by 2 (bath between)	\$ 820.00
2 Person by 2 Person (bath between)	\$ 725.00
Unattached Triple	\$ 350.00
1 Person Private Inside Cluster	\$ 950.00
2 Person Private Inside Cluster	\$ 875.00
3 Person Private Inside Cluster	\$ 800.00
Single room with community bath additional rate	\$ 210.00

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

** Plus a non-refundable application fee of \$30.00 per academic year or \$15.00 for spring term, from which a sum not to exceed \$25.00 may be deducted as a recreational and social fee.

*** For 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.

***** Students will receive \$150 per semester of Residential Dining Market Place Dollars to be used in all Housing and Dining Services Retail options, including JPs Restaurant, Cornerstone Coffee Shop, Derby Bakery, all 5 Quick Cats C-Stores, Rec Center C Store Operation and Housing Laundry Facilities. As with all Meal Plans students will have unlimited Grab and Go Meals.

Summer Term (Effective May, 2013)

<i>Room – 20 meal plan</i> (weekly – 2 week minimum)	
Double Room as Single	\$354.00
Double Room	\$235.00
<i>Room – 15 meal plan</i> (weekly – 2 week minimum)	
Double Room as Single	\$350.00
Double Room	\$232.00
<i>Room – 10 meal plan</i> (weekly – 2 week minimum)	
Double Room as Single	\$347.00
Double Room	\$229.00

Apartments ^{1,2,3} (Effective July 1, 2013/rate per month)

Traditional Rate Per Apartment ^{1,2}	
One Bedroom Unfurnished	\$420.00
Two Bedrooms Unfurnished	\$495.00
Renovated Rate Per Apartment ^{1,2}	
One Bedroom Unfurnished	\$485.00
Two Bedroom Unfurnished	\$555.00
Highly Renovated Rate Per Apartment ^{1,2,3}	
One Bedroom Unfurnished	\$520.00
Two Bedroom Unfurnished	\$625.00
Three Bedroom Unfurnished	\$725.00
New Construction Rate Per Person ^{1,2,3}	
One Bedroom Unfurnished	\$600.00
Two Bedroom Unfurnished	\$510.00
Three Bedroom Unfurnished	\$450.00
Four Bedroom Unfurnished	\$420.00
Studio Unfurnished	\$555.00
Town House Unfurnished	\$998.00
Studio Loft Unfurnished	\$580.00

¹In addition to the monthly rates, a refundable deposit of \$400 is required at time of application and a non-refundable application fee of \$30.00 for each application from which a sum not to exceed \$25.00 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.

²Students provide linen, dishes, telephone and electricity.

³Furniture is available for rent on a limited basis.

Optional Meal Plans for Residents of Housing and Dining Services Apartments per Term	
Optional 5 meal plan (lunch, M-F) with \$75 Marketplace Value	\$ 663.00
Optional 10 meal plan	\$1,731.00
Optional 15 meal plan	\$1,747.00
Optional 20 meal plan	\$1,770.00
Optional 5 Dinner Plan (Dinner M-F) with \$100 Marketplace Value	\$ 980.00
Market Place Dollars (\$500 to be used in the Jardine Marketplace)	\$ 400.00