

KANSAS STATE UNIVERSITY

Cashier's Office

A photograph of two female students sitting on a stone wall. The student on the left is wearing a dark blue hoodie with 'K STATE' and the university seal, and jeans. The student on the right is wearing a light gray sweatshirt with 'WILDCATS' and a purple 'K' logo, and jeans. They are both smiling and laughing. The background shows a blurred outdoor setting with trees and a fence.

*College finances
made easy*



Billing Cycle

Bills generate after the close of business on the 15th day of the month. If the 15th day of the month falls on a weekend or holiday, the bill will generate on the next business day. The only exceptions are the start of the Fall and Spring semesters when bills become available after the close of business on the first day of class. Bills generated in July are due by 3 p.m. on the first day of class in August (Fall semester). Payments for bills produced in December are due by 3 p.m. on the first day of class in January (Spring semester).

Payment is due by 3 p.m. on the next billing date. You may locate the due date and amount due at the top of your eBill. View our sample bill for more information. If payments are not received by 3 p.m. on the due date, a 1.5% default fee will be assessed to the account. The default fee will be assessed each month until all charges are paid in full.

Students are encouraged to watch their campus emails for notifications of new bills and to frequently check their Student Account (KSIS) for transactions and balances due.

Designated Access

KSIS is K-State's Student Information System.

[ksis.ksu.edu >](http://ksis.ksu.edu)

Students can grant parents, guardians, or others the ability to pay bills, view tax information, and view financial aid in KSIS. **Designee access only applies to financial records** and does not include access to academic documents such as grades or class schedules.

1

Student Adds a Designee

Sign into
KSIS

Go to Student
Center

Add or Manage
Designee

Email is sent
to Designee



2

Designee Registers for eID

Check email for
Unique Link
to eProfile

Click
Unique Link

Register for
a K-State eID

Already have
an eID?
Enter it here



3

Student Confirms Designee

Check K-State
Email for
instructions

Sign into KSIS
Add or Manage
Designee

Click
Confirm Link

Designee can
View Student's
Records in KSIS

Navigating KSIS

Financial Account



Students can login to KSIS and view bills payment options and more from the **Financial Account** tile.

Designees access their student's financial information from the **Designee Center** tile.

Designee Center



What's in a Bill?

Statement of Account				KANSAS STATE UNIVERSITY
1	ID Number	2 Pay This Amount	Due Date	
8888888888 2 3,869.18 08/23/2023 3:00 PM				
3	Wildcat, Willie	Current Term: Fall 2021	Division of Financial Services	
	Primary Plan for Tuition & Fees: Education	211 Anderson Hall		
	Campus: Manhattan Campus	919 Mid-Campus Dr N		
	Primary Plan Level: Undergraduate	Manhattan, KS 66506		

1. **ID Number** refers to the WID number assigned to students and found on their student ID card. This ID is not the same as eID used for KSIS.
2. **Pay This Amount** displays the total balance due by the **Due Date**. Late payment results in a 1.5% late fee and a hold placed on the student account.
3. **Term, Primary Plan for Tuition & Fees, Campus, and Primary Plan Level** are important components that determine tuition and fee charges. Students enrolled in a campus plan pay campus rates for all classes they enroll in regardless of modality. Similarly, students enrolled in online programs pay the online rate for courses delivered online and on-campus. Students who require a change in their plan must contact their college dean's office.

Tran Date	Term		Charges/Debits	Payments/Credits	Balance
		BALANCE FROM LAST STATEMENT			
ACTIVITY SINCE LAST STATEMENT					
02/10/2021	Spr 2021	Payments-ACH-Manhattan		-163.72	
07/22/2021	Fall 2021	College Fee-Arts & Sciences			
07/22/2021	Fall 2021	Open/Alter 4 Textbook Fee	5.00	6	7
07/22/2021	Fall 2021	Student Services Fee-Manhattan			
07/22/2021	Fall 2021	Undergrad Resident Tuition	4,744.50		5,369.18
Account Balance:					5,369.18
PENDING AID					
8		Wabash Award Wildcat Victory Sch		1,000.00	1,500.00
Total Pending Aid:					1,500.00

4. This section provides an abbreviated description of each charge. Example: Man – Manhattan Campus, Sal – Salina Campus, GR – Graduate Student, Non Res – Non-resident of Kansas, VM – Vet Med, Engg – Engineering, Bus Adm – Business Administration (these fees are charges by departments for any class that falls under their department regardless of a student's major. Several departments have specialized fees beyond tuition and Campus Privilege fees.) Click here for a complete description of tuition and fees.

5. The **Charges/Debits** column displays the amount of the charge associated with the description in the row to its left. A minus sign will appear in front of reversed charges, reducing the balance due.

6. The **Payments/Credits** column shows any payments or credits made to the account. A minus sign will NOT appear in front of a reversed payment or credit, increasing the balance due.

7. The **Balance** column is a chronological running balance affected by each transaction.

8. Your bill displays **Pending Aid** at the beginning of each semester only. Anticipated financial aid will not be applied to the balance until 10 days before classes start. Aid awarded to the student will arrive in their account by the due date displayed on their bill. Please note, a change in credit hours may alter the amount of aid credited.

ACCOUNT SUMMARY						
Prior Balance	Charges/Debits	Payments/Credits	Account Balance	Pending Aid	Pay This Amount	Due Date
163.72	5,369.18	-163.72	9.18	-1,500.00	3,869.18	08/23/2021 3:00 PM

9. **Account Summary** is the total of all the above columns.

First payments are due on the first day of classes, all other payments are due on the 15th of the month or the prior business day if the 15th falls on a weekend or holiday. eBills are available online in KSIS a few days following the bill date.

The university does not mail physical billing statements. Bills are sent to student and designee ksu.edu email addresses every month. Students and designees can view prior period eBills in KSIS.

Payment Options

Online Payment in KSIS

Students and Designees initiate all online tuition and fees payments via KSIS. After logging in with their eID and password, students will select the **Financial Account** tile. Designees can access payment options in the **Designee Center** tile.

Student Payment Path

- ▶ Login to KSIS. From the Student Homepage, click on the **Financial Account** tile.
- ▶ Select **Payment/Direct Deposit** from the menu on the Account Activity page.
- ▶ Click the **Make a Payment** button.

Designated Access only applies to financial records and does not include access to academic documents such as grades or class schedules.

To ease use for Designees, their KSIS access is more simplified. In each instance, students and designees alike must login to KSIS with their specific eID and password.

Both the student and designee path will redirect to K-State's payment partner, TransAct, where all payment options will be available with the opportunity to pay bills in full or direct payments specifically.

Designee Payment Path

Login to KSIS. Click on the **Designee Center** tile.

From the Account Summary page, select
View Bill / Make a Payment.

Click the **Online Payment** button.

Completing Online Payments in TransAct

Once redirected to TransAct, payors click **Make a Payment** on the navigation menu (left side of the screen) to continue the payment process started in KSIS. Users may then choose one of two options:

- **Direct Payments** to make payment to specific charges on their account such as: athletic tickets, housing charges, parking permits and more.
- **Total tuition, fees, and all other charges** to pay all due payments at once.

Both options will invite the user to enter their desired payment amount and **Pay now** and check out with their payment method of choice or **Add more** payments, should they wish to direct payment towards more specific charges.

A payment confirmation screen will review the payor's choices. They may remove any unwanted payments or click **Continue** to proceed to their payment method.

Online Payments Methods

- **Credit/Debit Card** payors must enter their Card number, Expiration date, Security code and Zip/Postal code. To make future payments quicker, they should click the box noting "Save card for future use."
- **ACH Payment** asks that payors enter their Account holder name, Account type, Routing transit number and Bank account number. ACH payment is the quickest and safest method of payment. Payors need to have a regular checking account or money market account. The account number provided should match the number printed on their checks. **Use of debit or check cards as ACH payment will incur a 2.9% convenience fee.**
- **529 Savings Plan** payment require the 529 savings plan name and 529 savings plan account number. 529 plan payments can only be made via the Student Payment plan and is not available from the Designee Center at this time. Beneficiaries or account owners of the 529 plan can make immediate payments without submitting claims or withdrawing funds. The vendor charges a \$10 fee for processing online. View a full list of participating vendors on the Cashiers and Student Accounts website.

International Payments

Kansas State University international students can utilize Flywire or PayMyTuition to streamline the international tuition payment process. With either service, students can pay from any country and any bank, typically in their home currency. These payment options provide excellent foreign exchange rates, eliminate hidden fees and ensure full payment amounts and identifying information arrives intact to K-State. Students can track where their payment is in the transfer process via a student dashboard and receive email confirmation when the university receives their payment.

Students may pay through the KSIS process described above and select Flywire or PayMyTuition as a payment method within TransAct.

Pay in Person or by Mail

The Cashiers Office is open Monday thru Friday, 8 a.m. – 4:30 p.m. We accept checks, money orders and cash payments. Payments after 3 p.m. will be posted the next business day. To avoid a default charge being assessed to your account, please make sure payments are received before 3 p.m. on the due date. Credit card payment must be processed online (a 2.9% convenience fee applies). Please note that returned checks or electronic transactions will be assessed a \$30 charge.

Make checks payable to “Kansas State University” or “KSU” and include the student’s Wildcat ID (WID) number. Checks must be US dollars from a US bank.

Cashiers and Student Accounts
Kansas State University
211 Anderson Hall
919 Mid-Campus Drive North
Manhattan, KS 66506-0100

Pay by Wire Transfer

If you would like to make payment by wire transfer, please contact our office at (785)532-6317 or cashiers@ksu.edu for wiring instructions.

Payment Plans and Tuition Insurance

Enrolling in Payment Plans

- ▶ Login to KSIS. From the Student Homepage, click on the **Financial Account** tile.
- ▶ Select **Make a Payment** from the Account Activity page
- ▶ In Transact, select **View Payment Plan Options** from the center of the webpage or **Payment Plans** from the menu on the left side of the screen

Student's enrollment occurs after following the above steps, agreement to the plan's terms and conditions and payment of the \$45 non-refundable enrollment fee. Payment Plans become available upon receipt of the semester's first billing statement. Please look for availability in July for the Fall Semester, December for the Spring semester and May for Summer terms.

Tuition Insurance

K-State has negotiated with GradGuard™ to offer students tuition insurance featuring specialized plans and rates not available to the general public.

This coverage expands the scope of our refund policy by ensuring reimbursement for tuition, room and board, and other fees for covered withdrawals at any time during the semester. You can cancel your coverage at any time and be reimbursed at a pro-rated amount.

The opportunity to enroll in tuition insurance occurs once students' make their first payment in TransAct.



Late Fees

The university assesses a default charge of 1.5% to past due accounts by the approval of the Kansas Board of Regents. Only extreme instances with documented proof of illness, accident, injury, or other situation preventing payment warrant waiver consideration. Please submit **Petition for Default Charge Fee Waivers** forms (found on the Cashiers website) to the Default Charge Waiver Committee by fax, mail, or in-person at the Cashier's Office at 211 Anderson Hall. Cashier's Office staff cannot discuss the details of these requests. The Default Charge Waiver Committee will notify students of the ruling of their waiver requests via email following committee meeting and review.

Initial enrollment on or after the first day of any term results in a Late Enrollment Fee of \$65. The fee does not apply when adding additional courses to an existing enrollment. This fee is only subject to refund when unique circumstances arise, warranting submission of a waiver to the Default Charge Waiver Committee.

Title IV aid will not pay default charges (aka late fees) such as late enrollment, student collection fees, uncollectible check fees, ESL late fees, etc. The Department of Education will allow federal student aid to pay late fees on library or parking fines, as these are fines related to a student's Cost of Attendance.



Refunds

Students are eligible to receive a financial aid refund when their aid exceeds the charges on their university bill. Direct deposit is the fastest and most secure way to receive your refund. Direct deposit refunds typically take 2-3 days to appear in your account. To sign up for direct deposit, you will need to enter the routing and account number of the bank account you would like the funds to be put into in KSIS. Please note: Previously entered banking information used for payment purposes (ACH) is not stored for Direct Deposit use. Payment and direct deposit sign-ups are separate processes.

Direct Deposit

Refunds deposited via Electronic Funds Transfer, or EFT, are the quickest and safest way to receive money due to you. Follow the steps below to sign up for direct deposit.

EFT refunds are processed daily based on Student Account activity. The university does not accept prepayment or hold payments; therefore, a refund is present only when a credit balance (the university owes the student) exists on a student's account. EFT refunds typically take 2-3 days to appear in your account once our office processes a refund. The university has no control over when funds are available to you after our office initiates a refund to your bank. Always verify funds credited to your account before making transactions against the deposit.

Signing up for Direct Deposit

- ▶ Login to KSIS. From the Student Homepage, click on the **Financial Account** tile.
- ▶ Select **Pay Now/Direct Deposit** from the menu on the Account Activity page.
- ▶ Click the **Direct Deposit/EFT** button.
- ▶ Sign up for Direct Deposit enrollment and enter your banking information. The student will receive a confirmation email.

Tax Information



The 1098-T form shows how much tuition students paid K-State in a calendar year. The information is provided by Cashiers and Student Accounts and reported to the Internal Revenue Service in compliance with federal regulations.

Students can choose to receive the 1098-T online or by mail. Paper forms will be mailed unless the student grants authorization to receive the form electronically. After the university has mailed 1098-T forms at the end of January, online access will be available to all students. To receive the form online students should:

- ➡ Log into KSIS with eID and password.
- ➡ From the KSIS Student Homepage, click **Financial Account**.
- ➡ Select **Account Services**, then **View 1098-T** on the left side of the page.
- ➡ Select **Grant Consent** and follow the on-screen instructions to grant authorization to view information online as soon as it is available.

Student Financial Assistance

The Office of Student Financial Assistance is dedicated to helping every student understand and navigate the scholarship and financial aid process. To ensure future and current Wildcats get the assistance they need, every student at K-State is assigned a personal financial aid advisor.

Our knowledgeable advisors are available every step of the way to connect students and their families to important tools and resources, allowing students to focus on their top priority: their education. Questions about scholarships, work study, loans and grants? Contact us!

ksu.edu/sfa | 785-532-6420 | finaid@ksu.edu

Powercat Financial

Powercat Financial assists students with financial decisions including budgeting, saving, student loan repayment, job offer analysis and understanding credit. The center is free to K-State students and uses a peer mentor program where students studying in a finance-related curriculum provide one-on-one peer financial counseling and education to fellow students.

Students can learn more about the college financial plan tools at <https://www.k-state.edu/powercatfinancial/planning/> and meet with a peer financial counselor to create their own personalized plan.

Visit the Powercat Financial website to schedule an appointment, request a workshop presentation, or learn more about financial issues. The goal of Powercat Financial is to improve the financial well-being and success of all KSU students.

ksu.edu/powercatfinancial | 785-532-2889 | powercatfinancial@ksu.edu