

**KANSAS STATE UNIVERSITY – MANHATTAN  
COMPREHENSIVE FEE SCHEDULE  
Effective 2016 Fall Term**

(In accordance with Board of Regents' minutes through June 30, 2016)

**I. FALL/SPRING/SUMMER TERMS**

<b>Tuition</b> (based on course level)	<b>Resident</b>	<b>Non-Resident</b>
Undergraduate (per credit hour)	\$ 300.40 <sup>a</sup>	\$ 797.10
Graduate (per credit hour)	\$ 402.90 <sup>a</sup>	\$ 909.50
Veterinary Medicine (per credit hour)	\$ 562.80	\$ 1,276.20
English Language Program (per credit hour)	\$ 300.40	\$ 397.10
Note: A \$13.40 per credit hour college instructional support allocation is included in tuition rates.		

<b>Fall/Spring Campus Privilege Fee Rates<sup>b, c</sup></b>	
1 <sup>st</sup> hour (per credit hour)	\$ 100.75
2 <sup>nd</sup> through 11 <sup>th</sup> hour (per credit hour)	\$ 30.00
Maximum fee for 12 hours or more	\$ 430.75

<b>Summer Campus Privilege Fee Rates<sup>b, c</sup></b>	
1 <sup>st</sup> hour (per credit hour)	\$ 50.20
2 <sup>nd</sup> through 5 <sup>th</sup> hour (per credit hour)	\$ 22.60
Maximum fee for 6 hours or more	\$ 163.20

<sup>a</sup>Employees (as defined in Section XVIII) are assessed resident tuition.

<sup>b</sup>Students 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 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.

<sup>c</sup>Students only enrolled in on-campus courses held more than 30 miles from campus and residing outside of a 30-mile radius of the KSU-Manhattan campus during that term are exempt from all campus privilege fees.

**II. FACULTY SALARY TUITION SURCHARGE FOR COURSES IN:**

College of Business Administration (per credit hour)	\$ 50.00
College of Engineering (per credit hour)	\$ 65.00

**III. SPECIAL FEES (EQUIPMENT AND OTHER FEES) FOR COURSES IN:**

College of Agriculture (per credit hour)	\$ 20.00
College of Architecture, Planning and Design (per credit hour)	\$ 40.00
College of Arts and Sciences (per credit hour)	\$ 16.70
College of Engineering (per credit hour)	\$ 19.00
College of Human Ecology (per credit hour)	\$ 20.00
English Language Program (per credit hour)	\$ 15.00
Global Campus on-campus summer and intersession courses (per credit hour)	\$ 12.00

**IV. COLLEGE OF BUSINESS ADMINISTRATION CAREER DEVELOPMENT FEE**

1 <sup>st</sup> through 11 <sup>th</sup> credit hour (per credit hour, all enrolled hours in any curriculum)	\$ 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 10 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 <sup>th</sup> day of classes for a term (Fall and Spring terms only). This fee funds the Career Development office and its programming in the College of Business.	

**V. OFF-CAMPUS COURSES ENROLLED THROUGH KANSAS STATE UNIVERSITY GLOBAL CAMPUS<sup>d,e</sup>**

<b>Tuition</b> (based on course level)	
Undergraduate (per credit hour)	\$ 424.30
Graduate (per credit hour)	\$ 551.60
Veterinary Medicine (per credit hour)	\$ 711.50
Note: A \$13.40 per credit hour college instructional support allocation is included in tuition rates.	
Non-Credit Option	Lowest advertised resident tuition rate per credit hour.
Specialized Programs	Specific tuition rates vary by cohort group (e.g. Certificate of Personal Financial Planning, Data Analytics Graduate Certificate, Master of Agribusiness, Master of Industrial and Organizational Psychology and Professional Master of Business Administration).

<b>Fees</b>		
All items from Sections II and III apply except College of Arts and Sciences and English Language Program special fees.		
College Distance Course Fees	College of Agriculture (per credit hour)	\$ 70.00
	College of Arts and Sciences (per credit hour)	\$ 15.00
	College of Business Administration (per 3 credit hour course)	\$ 200.00
	College of Engineering (per credit hour)	\$ 190.40
	College of Human Ecology (per credit hour)	\$ 55.00
	College of Veterinary Medicine (per credit hour)	\$ 70.00
Program Distance Fee	Students enrolled in the Food Science graduate program are assessed \$500 per semester.	
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.	

<sup>d</sup>Off-campus courses administered by Kansas State University Global Campus and offered at U.S.D. 378 and 383 facilities or through consortiums (i.e. Great Plains IDEA) may be assessed a tuition rate that differs from the standard tuition rate.

<sup>e</sup>Fee waivers and/or adjustments will be approved if state authorization requires.

**VI. CONFERENCES AND NON-CREDIT PROGRAMS**

Vary to correspond with direct costs.

**VII. FIELD CAMPS**

Students 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.

**VIII. APPLICATION PROCESSING FEES** (not subject to refund)

Application for first-time domestic admission to undergraduate program	\$ 40.00
Application for admission of international students, including incoming Study Abroad students, to undergraduate program	\$ 80.00
Application for admission of U.S. citizens and permanent residents to graduate programs	\$ 65.00
Application for admission of international students to graduate programs	\$ 75.00
Application for admission to first professional program in Veterinary Medicine	\$ 50.00

**IX. 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 Fall term tuition and fees.

**X. 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 to 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.

**XI. SPECIAL HANDLING FEE FOR LATE ENROLLMENT** (not subject to refund)

Initial enrollment on or after the first day of the term	\$ 65.00
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.	

**XII. PAYMENT OF TUITION AND FEES**

Statements are prepared as of the 15<sup>th</sup> of every month and the due date is the 15<sup>th</sup> of the following month (or the preceding business day if the 15<sup>th</sup> 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 are extended past the 15<sup>th</sup> and will correspond with the start of the fall and spring terms.

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

Students may be eligible for a deferment of tuition and fees when they have met certain guidelines as authorized by the Kansas Board of Regents. Deferments provide eligible students with additional time to pay tuition and fees.

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 will be receiving a university paycheck (GA, GRA, GTA).

- 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 \$45/fall term, \$45/spring term and \$24/summer term administrative fee for utilizing the installment plan. For more information, contact the Cashiers Office, 211 Anderson Hall, (785) 532-6317.

Student account credit balances of less than \$5.00 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.

**XIII. 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.

**XIV. INTERNATIONAL PROGRAMS**

Enrollment fee (per student, enrolled in a credit bearing program abroad)	\$ 25.00
SEVIS compliance fee for all students with an F or J visa (per term)	\$ 30.00
Study Abroad Program administrative fee	\$ 150.00
Group Study Abroad Program fee	Varies to correspond with direct costs
Global Campus Study Abroad coordination fee	\$ 25.00
United HealthCare Insurance premiums will be assessed each term for all enrolled students with an F or J visa. Completion of an online waiver through KSIS 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.	\$ 580.00 spring/fall
	\$ 232.00 summer
English Language Program application fee	\$ 80.00
English Language Program non-credit courses	Varies to correspond with direct costs
International admissions/materials special handling fee (FedEx)	\$ 50.00
International sponsored student fee (per student/per term)	\$ 200.00

**XV. TESTING FEES**

An additional charge may be made for the administration of certain tests such as the College Level Examination Program (CLEP), Miller Analogies Test (MAT), Test of English as a Foreign Language (TOEFL), Foreign Language Proficiency test, correspondence tests, etc. These charges are posted in the various departments.

**XVI. PARKING FEES**

Parking fees and fines are assessed as authorized by the Kansas Board of Regents and in accordance with K.S.A. 74-3209 through 74-3216, as amended.

**XVII. 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 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
K- State student identification card replacement	\$20.00
K-State tuition installment payment plan	\$45.00/fall; \$45.00/spring; \$24.00/summer
Change of an established K-State eID	\$50.00
Transcript/enrollment verification/diploma special handling fees	\$10.00 Urgent Processing; \$8.00 Priority Mail; \$30.00 Priority Mail/International; \$25.00 Fed Ex-domestic; \$40.00 FedEx-international; \$5.00 fax
Transcript fee (non-currently enrolled students only)	\$15.00
Transcript fee (3 <sup>rd</sup> party)	\$20.00
Dormant account fee	As appropriate when authorized
Art material charge	TBD (amount that approximates the actual cost of supplies/materials used in select Art courses)
Thesis and dissertation copyright (optional)	\$55.00
Electronic Thesis, Dissertation and Report fee	\$100.00
Veterinary Medicine technology/material/note fee	\$450.00
Open/alternative textbook fee	\$10 per course that utilizes open/alternative textbooks

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.

**XVIII. ELIGIBILITY FOR RESIDENT TUITION**

**Residents.** Guidelines for the determination of residency for tuition purposes are set forth in Chapter II, Section B.6 Student Residency, Tuition/Fees, and Payments of the Kansas Board of Regents Policy Manual along with referenced Kansas Statutes and Administrative Regulations.

Current U.S. Armed Forces personnel (army, navy, marine corps, air force, coast guard, Kansas army or air national guard or any branch of the military reserves of the United States), veterans eligible for educational benefits under federal law, and the spouses or dependent children of such veterans or armed forces personnel are entitled to pay tuition and fees at the resident rate (K.A.R. 88-3-8). Verifying documentation is required. In addition, a veteran who was permanently stationed in Kansas during service in the armed forces or had established residency in Kansas prior to service in the armed forces, as well as the veteran's spouse or dependent children, is entitled to pay tuition and fees at the resident rate.

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

**Unclassified employees and university support staff of universities** under the Kansas Board of Regents working .40 FTE 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 a ROTC unit at Kansas State University.

**Dependents.** Spouses and dependent children of full-time employees.

**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, Bachelor of Science 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.

## **XIX. 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.

<b>Time of Withdrawal</b>	<b>Refund Percentage</b>
Through 21 <sup>st</sup> calendar day	100%
22 <sup>nd</sup> through 28 <sup>th</sup> calendar day	50%
After 28 <sup>th</sup> 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 business days after the student pays. Refunds generated entirely from dropped courses will not be issued during the first 20 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, 104 Fairchild Hall, (785) 532-6420 for details.

**Military**

For military students, in addition to university refund policy, as stated in Section XIX of the Comprehensive Fee Schedule, from the day when the class reaches 24% completion until the day it reaches 60% completion, one percent of the tuition assistance (TA) funds will be returned to the Department of Defense and the student’s personal account will be assessed the amount that is returned. 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.

**Kansas State University Global Campus**

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

**XX. HOUSING AND FOOD SERVICE RATES**

**Fall/Spring Terms** <sup>f, g, h, i, j</sup> Effective July 1, 2016

<b>Single Students Per Person (room rate per semester)</b>	
<b>Residence Halls</b>	
Traditional small single Boyd, Haymaker, Moore and Putnam	\$ 2,590.00
1 person inside cluster suite Boyd and Putnam	\$ 3,420.00
1 person by 1 person suite (bathroom in-between) Van Zile	\$ 3,485.00
1 person by 2 person suite (bathroom in-between) Van Zile	\$ 3,425.00
Traditional private single room Wefald	\$ 3,600.00
1 person private suite Van Zile	\$ 3,610.00
Marlatt	\$ 3,710.00
Traditional double Boyd, Ford, Haymaker, Moore and Putnam	\$ 2,350.00
Goodnow and Marlatt	\$ 2,450.00
Traditional private double room West	\$ 2,800.00
Wefald	\$ 3,200.00
2 person by 1 person suite (bathroom in-between) Van Zile	\$ 3,295.00
2 person by 2 person suite (bathroom in-between) Ford, Haymaker and Van Zile	\$ 3,240.00
Goodnow and Marlatt	\$ 3,340.00
2 person inside cluster suite Boyd and Putnam	\$ 3,335.00

2 person private suite Ford, Haymaker and Van Zile	\$ 3,385.00
Goodnow and Marlatt	\$ 3,485.00
West	\$ 3,835.00
Traditional triple Boyd and Putnam	\$ 2,350.00
3 person room with private unattached bathroom Ford and Haymaker	\$ 2,765.00
Goodnow and Marlatt	\$ 2,865.00
3 person inside cluster suite Boyd and Putnam	\$ 3,250.00
3 person private suite Boyd, Haymaker and Putnam	\$ 3,275.00
Goodnow and Marlatt	\$ 3,375.00
West	\$ 3,725.00
Traditional quad Boyd, Ford and Putnam	\$ 2,350.00
4 person private suite Ford and Haymaker	\$ 3,020.00
Goodnow and Marlatt	\$ 3,120.00

<b>Honors House</b>	
Traditional double	\$ 2,600.00
Traditional triple	\$ 2,600.00

<b>Smurthwaite</b>	\$ 3,650.00 <sup>k</sup>
--------------------	--------------------------

<b>Living Community</b> (Buildings 14, 15 and 16)	
2 bedroom 1 bath apartment (4 person)	\$ 2,800.00
2 bedroom 2 bath apartment (4 person)	\$ 3,200.00
3 bedroom 2 bath apartment (6 person)	\$ 2,600.00
4 bedroom 2 bath apartment (8 person)	\$ 2,450.00

**Summer Term Effective May 2016**

Room (rate per week)	10 meal plan	15 meal plan	20 meal plan
Double room	\$ 249.00	\$ 250.00	\$ 255.00
Double room as single	\$ 376.00	\$ 380.00	\$ 385.00

**Apartments<sup>l, m</sup> Effective July 1, 2016**

<b>Traditional</b> (rate per apartment per month)	
One bedroom unfurnished	\$ 475.00
Two bedroom unfurnished	\$ 555.00

<b>Renovated</b> (rate per apartment per month)	
One bedroom unfurnished	\$ 545.00
Two bedroom unfurnished	\$ 625.00

<b>Highly Renovated</b> (rate per apartment per month)	
One bedroom unfurnished	\$ 585.00
Two bedroom unfurnished	\$ 705.00
Three bedroom unfurnished	\$ 790.00



<b>New Construction</b> (rate per person per month)	
One bedroom unfurnished	\$ 680.00
Two bedroom unfurnished	\$ 575.00
Three bedroom unfurnished	\$ 495.00
Four bedroom unfurnished	\$ 450.00
Studio unfurnished	\$ 620.00
Studio loft unfurnished	\$ 675.00
Town house unfurnished	\$ 998.00

**Meal Plans<sup>n</sup>**

<b>Meal plans for residence hall and Living Community residents</b> (rate per semester)	
All Access (unlimited access)	\$ 2,225.00
Any 14 (14 swipes per week)	\$ 1,910.00
Basic 7 (7 swipes per week)	\$ 1,225.00 <sup>o</sup>

<b>Optional meal plans for residents of Housing and Dining Services apartments, faculty/staff and off-campus students</b> (rate per semester)	
Optional Jardine resident 50 meal plan (50 entrances)	\$ 585.00
Optional Jardine resident 100 meal plan (100 entrances)	\$ 1,105.00
Optional faculty/staff 50 breakfast/lunch meal plan (50 entrances)	\$ 520.00
Optional faculty/staff 100 any meal plan (100 entrances)	\$ 1,170.00
Optional off-campus student 100 meal plan (100 entrances)	\$ 1,230.00
Optional off-campus student 150 meal plan (150 entrances)	\$ 1,755.00

<sup>f</sup>Purchase of a meal plan required unless otherwise indicated.

<sup>g</sup>Includes housekeeping service other than within rooms.

<sup>h</sup>Application fee of \$30.00 (non-refundable) is assessed each academic year and is due before the contract will be processed. Up to \$25.00 of each application fee is transferred to the recreational and social use fund. If the full contract amount is not paid prior to July 1 for the Fall semester and December 1 for the Spring semester, all charges will be posted to the University Tuition and Fee account accessible within KSIS. All charges will be billed by the university Cashier’s Office and subject to their terms and conditions.

<sup>i</sup>For payment due dates, cancellation dates and charges, please refer to “Student Housing Contract Terms.”

<sup>j</sup>Students may deposit funds into Cat Cash to be used in all Housing and Dining Services retail options, including JP’s Sports Grill, Cornerstone Coffee and Bakery, Derby Bakery, all five Quick Cats convenience stores, and Housing laundry facilities. Students will have unlimited Grab and Go meals with all meal plans.

<sup>k</sup>Plus assisting with house and food service operations on an average of one hour per day. Rate includes meals.

<sup>l</sup>In addition to the monthly rates, a refundable deposit of \$400.00 is required at time of application and a non-refundable application fee of \$30.00 is assessed each academic year and is due before the contract will be processed. Up to \$25.00 of each application fee is transferred to the recreational and social use fund. If the full contract amount is not paid prior to July 1 for the Fall semester and December 1 for the Spring semester, all charges will be posted to the University Tuition and Fee account accessible within KSIS. All charges will be billed by the university Cashier’s Office and subject to their terms and conditions. Students provide linen, dishes, telephone and electricity.

<sup>m</sup>Furniture is available for rent on a limited basis.

<sup>n</sup>Sunday evening meals are not served.

<sup>o</sup>Only available for Living Community residents.