

Cashiers and Student Accounts

Visit our website! www.ksu.edu/pay

The Cashiers Office is here to help with tuition and fees payments, refunds, tax info, payment plans and more. Follow the steps below and get a headstart on managing your college finances.

DESIGNATED ACCESS Grant parents, spouses, guardians or anyone of your choosing access to view and make payments on your student account.

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| 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 Return to Add or Manage Designee | Click Confirm Link | Designee can View Student's Records through KSIS |

SIGN-UP FOR DIRECT DEPOSIT (EFT) Direct Deposit is the quickest and safest way to receive your refund(s). Login to **KSIS**, enter the **Financial Account** tile and sign up!

VIEW A SAMPLE BILL Visit the **Student Billing** section of our website, click **View Sample Bill**, and learn how to read eBills before billing statements arrive in your K-State inbox.

REVIEW YOUR PRIMARY PLAN CAMPUS Enter the **Student Center** in **KSIS** and check that your Primary Plan Campus is listed correctly (Online or Manhattan Campus) to ensure an accurate tuition assessment. If you believe your plan is incorrect, contact your College's Dean's Office.

EXPLORE PAYMENT OPTIONS AND PROTECTIONS See if our **Tuition Installment Payment Plan (TIPP)** or **GradGuard Tuition Insurance** are right for you, details listed on our website.

Cashiers Office
211 Anderson Hall
919 Mid-Campus Dr. North
Manhattan, KS 66506-0211

OFFICE HOURS
Monday-Friday
8 a.m.-12 p.m.
1-4:30 p.m.



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