Additional Resources

POLYTECHNIC CAMPUS
Polytechnic Cashiers Office: polytechnic.k-state.edu/fiscalaffairs/cashiers
Polytechnic Parking Services: polytechnic.k-state.edu/fiscalaffairs/parking

KANSAS STATE UNIVERSITY
Cashiers and Student Accounts: k-state.edu/fnsvcs/cashiers
Parking Services: k-state.edu/parking
Designated Access: k-state.edu/onestop/designated-access

Office of Fiscal Services
Open weekdays 8 a.m. - 5 p.m.
College Center 209
2310 Centennial Road
Salina, KS 67401
785-826-2918
polytechnic.k-state.edu/fiscalaffairs
polytechniccashiers@k-state.edu
**Designate Access to Your Account**

The Federal Education Rights and Privacy Act (FERPA) requires that a student's educational and financial records are private and confidential. They can be released only by consent of the student, which can be granted through your KSIS account.

1. **Student:** Log in to the KSIS Student Center, click “Add or Manage Designees” under the designees section, and click “Add Designee.” Enter all designee information, review and checkmark agreement to the terms, and click “Continue.” Review and click “Add Designee.”
2. **Designee:** Check your email for the designated access invitation. Click the link in the email, and follow the instructions to enter or register for your own K-State eID.
3. **Student:** Check your K-State email for designee confirmation. Log in to the KSIS Student Center, click “Add or Manage Designees” under the designees section and click “Confirm.” Provide your designee with the PIN you assigned.

**Make a Payment Online**

You can make payments online using an electronic check (free of charge) or a credit/debit card (2.9% convenience fee added) either with or without a KSIS account. Online payments are not accepted from 3-4 p.m. on weekdays due to end-of-business-day processing.

**Without a KSIS Account**

1. Visit [ksis.k-state.edu/paynow](https://ksis.k-state.edu/paynow), enter the student’s Wildcat ID (nine-digit number starting with 8) and last name, then click “Next.”
2. Enter the payment amount. It will apply to “Total tuition, fees and all other charges” unless you select another type of charge.
3. To make a flight payment, select “Salina Flight Fees.” Click “Next,” review and click “Submit.”
4. Select the payment method of electronic check (free) or credit/debit card (2.9% fee added) and click “Continue Checkout.” Review and click “Submit Payment.”

**Through a KSIS Account** (student or designee)

1. Log in to the KSIS Student Center, click “Pay Now/Direct Deposit” under the Finances section, and click the “Pay Now/Direct Deposit” button.
2. Click “Make a Payment” and click the charge to pay. Select “total tuition, fees and all other charges” unless paying for a specific charge from the list on the right.
3. To make a flight payment, select “Salina Flight Fees.”
4. Enter the payment amount, click “Add to Shopping Basket,” and then click “Checkout.” Select the payment method of electronic check (free) or credit/debit card (2.9% fee added) and click “Continue Checkout.” Enter account information and click “Continue Checkout.” Review and click “Submit Payment.”

**Sign Up for a Payment Plan**

To split your semester bill into four payments, sign up for a payment plan by the first day of classes. Your account will be charged a nonrefundable administrative fee of $45, and payments will be due by 3 p.m. on the 15th of the month.*

1. Log in to the KSIS Student Center, choose “View/Sign Up for Payment Plans” from the drop-down box under the finances section and click the arrow icon.
2. Select the current semester. Review and checkmark agreement to the terms, type your name in the “Electronic Signature” field, and click “Submit.”

**Receive Refunds & Register for EFT Direct Deposit**

Refunds are processed daily via electronic funds transfer (EFT) direct deposit and will typically appear in your account within 2-3 days, depending on your bank. If you are not registered for EFT, a paper check will be mailed to the local address listed in KSIS. Paper checks are processed weekly on Tuesdays and mailed on Thursdays.

Note that refunds resulting from non-certified funds, such as personal checks, will be held for 14-21 days, depending on payment type. Refunds resulting from dropped classes will be held until the 20th day of classes.

EFT is the quickest and safest way to receive refunds and can be registered for through your KSIS account.

1. Log in to the KSIS Student Center, click “Pay Now/Direct Deposit” under the finances section and click the “Pay Now/Direct Deposit” button. Click “Register for eRefund” under the eRefund section, select “Yes,” and click “Continue.”
2. Enter your account information and click “Continue.” Review and checkmark agreement to the terms; type your name in the “Electronic Signature” field and click “Submit.”

**Due Dates & Late Fees**

Your semester’s total KSIS tuition and fees — or if you are enrolled in a payment plan, your first payment — are due by 3 p.m. on the first day of class. Subsequent charges and payment plan installments are due by 3 p.m. on the 15th of the month (or on the Friday before if the 15th falls on the weekend). If you are not enrolled in a payment plan, unpaid charges listed as “Due Now” will be assessed a 1.5% late fee.

**Online Parking Portal**

All vehicles on K-State campuses are required to display parking permits on weekdays from 7 a.m. - 5 p.m. Complete traffic regulations are available online at [polytechnic.k-state.edu/fiscalaffairs/parking](http://polytechnic.k-state.edu/fiscalaffairs/parking).

**Order a Parking Permit**

1. Visit [ksu.t2hosted.com](http://ksu.t2hosted.com), click “Get Permits” and choose to log in with your K-State eID and password.
2. **Students:** Select “Commuting Student” if you live off campus or “Resident Student” if you live on campus and click “Next.” Select the desired permit, review, checkmark agreement to the terms and click “Next.” The permit will be billed to your KSIS account; click “Next.” Review and click “Submit Order.”
3. **Employees:** Select the desired permit, review, checkmark agreement to the terms and click “Next.” To have the permit campus mailed to you select your office address, or select to pick it up in person at Fiscal Services and click “Next.” Select payment method, click “Next.” Review and click “Submit Order.”

**Pay or Appeal a Parking Citation**

Parking citations are due for payment or appeal within 14 days of issuance. Unpaid citations will be assessed a $5 late fee and will be transferred to the driver’s KSIS account, where KSIS late fees* will apply. Complete appeal procedures are available online at [polytechnic.k-state.edu/fiscalaffairs/parking](http://polytechnic.k-state.edu/fiscalaffairs/parking).

1. Visit [ksu.t2hosted.com](http://ksu.t2hosted.com), enter citation number or cited vehicle plate and click “Search Citations.”
2. **To Pay:** Click “Add to Basket,” click the shopping cart icon and select to log in or continue as a guest. Review and click “Checkout.” Enter credit card information (no fee charged), review and click “Submit.”
3. **To Appeal:** Click “Appeal” and enter appeal information. Review, checkmark agreement to terms and click “Submit.”