

April 2, 2008

Dear Resident,

As an update to your Jardine Apartment Agreement mailed to you several weeks ago, there has been a change in the way the University Account Plan billing can take place. This change will now allow you make monthly payments to the university. The following options are now available:

**Plan A:** Prepay the entire semester amount directly to Housing and Dining Services using cash, check, money order or credit card (VISA, Master Card, Discover or American Express). This payment option will have a \$25 discount and no additional credit card use fees.

**Plan B:** Payments are charged to the resident's account on the university billing and receivables system (ISIS). You will have two options under this plan: charge each semester amount or select a monthly charge option which will allow you to pay monthly payments. Payments will be made to the University Cashiers Office using cash, check, money order, or credit card either in person or through electronic banking methods.

Please see the enclosed informational sheet on making payments to the University Cashiers. This change in the payment process will provide the benefit of having a monthly bill, and will not require participation in central University installment plan and subsequent charges unless the student chooses to participate in that plan to spread out any remaining tuition, fees, or usage charge balances.

When you submit your signed Jardine Apartments Agreement, you will be asked to select from the above payment plans. If you indicate Plan B, you will be asked to indicate monthly or by semester billing. Please let us know if you have any further questions.

Sincerely,

Derek Jackson  
Associate Director Administration and Residence Life

Stephanie Bannister  
Assistant Director Apartment Living

## ***University Cashiers Payment Information***

### *Payment Options*

**1. Mail:** Return the top portion of your statement (print out the eBill if possible) along with your check for the balance due. Be sure to include the student ID number on your check. It is your responsibility to make sure the payment reaches the University Cashiers Office no later than 3:30 PM on the due date to avoid a 1.5% default charge. Please keep in mind that mailing times can vary considerably. We cannot be responsible for mail that takes longer than expected to arrive.

**2. In Person:** We accept Cash or Check in the Cashiers Office at 211 Anderson Hall. Make sure to put the student ID number on check payments.

**3. Pay by ACH Payment(direct from a bank account):** also know as e-Check or Direct Debit. This is the Kansas State University ACH payment site (<https://commerce.cashnet.com/KSUACH>) and the university does not charge a fee for ACH payments. E-Check Tutorial.

**4. Pay by Credit Card:** by clicking this link (<https://www.cashnetsmartpay.com/KSU>) or by calling 866-546-0415. Due to the University's interest in providing convenient payment options for its students, Kansas State University has contracted with Informed Decisions Corp. to provide CASHNet SMARTPAY SERVICE for the acceptance of credit card payments via the web and with Touchtone Telephone for tuition and fees. Informed Decisions Corp. charges a service charge of 2.9% for the convenience of using the service. ACH payments may also be made from this site, however there is a fee for using this service on this site: SMARTPAY Tutorial . Please note: Cards accepted are Mastercard, Discover, American Express and Diners Club. VISA **does not** currently participate in this program.

### **Additional Information**

Payments are due by 3:30 PM on the 14th of each month PROVIDED the 14th is a regular business day. If the 14th of the month falls on a weekend or holiday, payment is due by 3:30 PM on the prior business day.

Cashiers website: <http://www.k-state.edu/pay>