

Special Rates Application Field Rates

KUID/EMPLID _____

The University of Kansas – Lawrence Campus

Submit this form each semester to the Assistant Registrar, 151 Strong Hall, Lawrence, KS. Consult the Tuition and Fees information in the *Timetable of Classes* for an explanation of benefits, eligibility requirements, and applicable deadlines. Staff of Affiliated Corporations need to submit a letter from personnel staff member verifying appointment.

Eligibility

1. Student must be enrolled only in course work taught by appointment.
2. Student must reside and complete all academic work outside Lawrence.
3. Student must not be applying for staff-reduction rates.
4. Off-campus courses cannot qualify for field rates.

Instructions to students

1. Consult the Tuition and Fees information in the *Timetable of Classes* for an explanation of benefits, eligibility requirements, and applicable deadlines. After preliminary approval of the application, fees will be adjusted subject to final approval of the application during the regular post-payment audit.
2. Address must be listed as the current address on the student record database system before submitting form.
3. Student must be enrolled for applicable term before submitting form.
4. An application is required each semester the fee adjustment is requested. Applications must be submitted by the deadlines listed in the *Timetable of Classes*.

Application

1. Student's Name: _____
Last First Middle

2. Student's address for applicable semester:

Number and Street or Rural Route

City

State

Zip

3. Phone Number _____

Certification

I have read and I understand the criteria for receiving field rates. I understand that this application will be audited, and that if I am determined to be ineligible, I will be required to pay fees at the regular rate.

Term

Student Signature

Date

Return this form to:

Office of the University Registrar
The University of Kansas
1450 Jayhawk Blvd
Room 151, Strong Hall
Lawrence, KS 66045-7535

For Office Use Only:

Approved _____ Denied _____

Reason _____

Updated _____