Please refer to the regulations regarding qualifications for this fee privilege online at www.registrar.ku.edu/residency

Special Rates Application For Staff

The University of Kansas - Lawrence Campus and Edwards Campus

Submit this form each semester to the Assistant Registrar, 151 Strong Hall, Lawrence Campus, or at the Edwards Campus. Consult the Tuition and Fees information in the Timetable of Classes, http://www.timetable.ku.edu 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.

Graduate Teaching Assistants (GTAs): Eligible students will automatically receive the appropriate tuition rate when the employing department notifies the Budget Office of the GTA appointment with these exceptions: (1) Nine month GTAs must submit this form in order to apply for staff rates for summer and (2) A student with combination GTA and non-GTA appointments must submit this form to document the non-GTA appointment.

1. _____

Student's Last Name, First and Middle Student Number Last four digits of Social Security Number

2. This is an application for STAFF RATES for the student named above whose salaried staff appointments total:
[ ] 40 - 99 % of full time. [ ] 100% of full time.

3. This application is for (Check ONE only)
[ ] Fall semester _____(year) [ ] Spring semester _____(year) [ ] Summer session _____(year)

4. Statement of Understanding: In the event that eligibility for Staff Rates is terminated before the last day of the applicable term or is otherwise found invalid, tuition and fees for the staff member will be reassessed for the entire term at appropriate non-staff rates. **Warning:** Withdrawal from the University will in almost ALL cases result in termination of employment for GTA/GRAs and will in almost ALL cases result in the student becoming obligated to pay additional tuition and fees as the result of reassessment to appropriate non-staff rates.

5. I have read the Statement of Understanding above. I certify that the information I have given above is true and accurate.

_____ _____
Signature of Student Date

Before submitting, the following section must be completed in full
by the person authorized to sign the HRIS Appointment Record (or equivalent hiring document).

List all of the appointments (except GTA*) the Staff Member has (or will have) as necessary to meet the eligibility criteria for the term indicated above in item 3.

Department Name	Dept Number	Position Title	Appointment Percentage	Appointment Start Date	Appointment End Date

I certify that the appointment information above is true and accurate.

_____ _____ _____ _____
Signature of Departmental Representative Date Signature of other Departmental Representative if staff member has appointments with two depts. Date

_____ _____
Phone number of Departmental Representative Phone number of other Departmental Representative

***Nine month GTA's must submit this form in order to apply for staff rates for summer.**
RETURN TO: University Registrar-University of Kansas, 1450 Jayhawk Blvd, Rm 151 Strong Hall, Lawrence, KS 66045-7535

Revised 5/15/2008