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 **Quick Guide: Paying Your Tuition Bill**

Spring tuition bills are due March 15thand may be paid online (through Enroll & Pay), mail, or the campus drop box. Please note if bills are not paid by March 15th, late fees will be applied. Students who qualify for tuition scholarships due to reduced or free lunch status will have their full or partial tuition paid by USD 497. If you are unsure of that status, please contact Pam Fraley (pfraley@usd497.org) at USD 497.

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**Pay Your Bill Online**

1. First, you need to set up your KU Online ID (ex. a123b456) if you have not done so already at:

****<https://myidentity.ku.edu/setup>. You will need your 7-digit KU ID number and birthdate to complete this setup. Your high school counselor will be able to assist you with your KU ID number if you do not have it.

1. Next, log in to KU Enroll & Pay at: <https://sa.ku.edu>. You will need your KU online ID (this is different from your KU ID number) and password to log in. Contact blueprint@ku.edu if you need help.
2. Click on the Student Financials tile.
3. This takes you to the Account Summary page. From here, you can view your account summary, charges due, account activity, and payment history.
4. To pay your bill, click on the side menu button that says “Pay Bills/KUCard/Dining $”. This will take you to the “Make a Payment” page.
5. ****Next, click on the “Pay Tuition, Housing, and Other Charges” button. This will redirect to the KU payment system, TouchNet, in a new window.
6. Once you're in TouchNet, you will click on “Make Payment”. Select the amount and method of payment and confirm.

**Notice:**If you have applied to come to KU as a degree-seeking student, you may have been assessed a $221 Freshman Enrollment deposit.  That deposit is **not** associated with Jayhawk Blueprint tuition and is **not** currently due.  You will only pay that fee if you choose to come to KU as a full-time student.



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**Pay Your Bill in Person or by Mail**

1. Tuition payments may be dropped off at KU. There is a drop box outside of Carruth-O'Leary Hall (1246 W Campus Rd, Lawrence, KS 66045) on campus where checks can be dropped. Checks MUST have the student’s correct KU ID# on them. Please make checks or money orders payable to the University of Kansas.
2. Tuition payments may also be mailed. Please make checks or money orders payable to the University of Kansas. Checks MUST have the student’s correct KU ID# on them. Remit the bottom portion of the bill (if you have it) along with payment to:

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**Student Accounts & Receivables
The University of Kansas
1246 West Campus Road, Room 20
Lawrence, KS 66045**

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**Add Delegate Access for Parents/Guardians**

****Access to a student’s account on Enroll & Pay requires students to designate parents/guardians as a delegate. A delegate is a person your student allows access to certain information protected by the Family Educational Rights and Privacy Act (FERPA). With delegate status, you can access information in Enroll & Pay and talk to KU staff members via phone, email, or in-person about such topics as enrollment, course schedules, tuition bills/balances, grades, etc. We strongly encourage all students to set at least one delegate in their Enroll & Pay account**.** See below for detailed instructions on how students can add a parent/guardian as a delegate.

1. Log in to KU Enroll & Pay: <https://sa.ku.edu>. You will need your KU online ID and password to log in.
2. Click on the 'Share My Information' tile on the homepage.
3. For new access, select the 'Delegate Access To a New Contact' button. After reviewing the terms and conditions on the next page, click 'I accept'.
4. ****On the next page, fill out the delegate's contact information at the top and ensure the correct email address is provided. Next, select the things you want the delegate to have access to in your account. You can select as many or as few items as you want. Once you are happy you can click 'Save'.
5. An email will be sent to you confirming the addition of a delegate. An email with a unique security key will be sent to your delegate also. Your delegate will use this email to complete the process of setting up their delegate account. **Notice: your delegate will not have access to your Enroll and Pay account until they complete the set-up process. If they do not receive the initial set-up email, have them check their spam/junk folder. You can also resend the email containing the security key.**
6. ****You can always edit a person’s access or deactivate a delegate. To edit or deactivate, click on the delegate’s name. This will take you back to the page where you can select items in Enroll & Pay to give access or a button to deactivate.
7. If you deactivate the delegate’s access, there will be no checkmark in the 'Active' column. If there is a checkmark, the account is active.



**Make a Payment as a Delegate**

****If your student recently designated you as a new delegate, you should have received an e-mail containing a security key and instructions for creating a new account. If you have not received the e-mail, check with your student to confirm the e-mail address they used to grant you access. They can modify the designated e-mail from within their account. That e-mail will also contain the link to the page you need to use to create your account. You will not be able to log in as a delegate until you have followed the steps in the e-mail.

1. Log in to KU Enroll & Pay as a delegate: <https://delegate.ku.edu>. You will need your UserID and password. If you have forgotten your UserID and/or password, click on the “Forgot your UserID or Password” link.
2. If you have multiple students, pick one to pay for and click Save. Then from the left menu, under the “My Student’s Financials” folder, click the “Pay Bills/KUCard/Dining $” link.

**For more information**: blueprint@ku.edu | (785) 864-0934 | <https://blueprint.ku.edu>

1. ****(Ensure that pop-ups are allowed) The page will default to the “Pay Bills” tab, so simply click the green “Pay Tuition, Housing and Other Charges” button. This will open a new tab/window to the payment site.
2. Click the green “Make Payment” button, then enter amount to pay and click “Continue”.
3. Select your desired payment method using the dropdown, then click “Continue”. (e-Check is free, Credit Cards and Bank Wires have a 2.85% convenience fee).
4. Enter and verify your credentials by completing all required fields. Follow the on-screen instructions to complete your payment. You must check “I agree to the terms and conditions” to submit the payment.
5. ********Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Consider printing the confirmation for your records or save the email.

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