KU UNIVERSITY REGISTRAR
The University of Kansas

Staff & Staff Dependent Rates

This form must be submitted every semester and received by the Office of the Registrar by the deadline: 30 days after the first day of classes for the semester you are applying.

1. This application is for (Select ONE only):
   Fall Semester (year) _____
   Spring Semester (year) _____
   Summer Session (year) _____

2. _____
   Student's Last Name | First Name and MI | Student Number | Phone Number | Student Email Address

_____
Relationship of student to staff member | Staff member's Last Name | Staff member's First Name and MI

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

I have read the Statement of Understanding. _____
Signature of Student | Signature of staff member (if student is a dependent) | Date

4. Check ONE Only

☐ Dependent of KU or Kansas Board of Regents University Staff Member
Appointment Percentage: 100%
Benefit: Allows dependent to pay tuition equivalent to in-state rates

☐ Affiliated Corporation* (KU Alumni Association, Kansas and Burge Memorial Unions, Kansas Athletics Corporation, KU Endowment Association, University of Kansas Hospital Authority)
**Dependents of affiliated corporation staff are not eligible for staff dependent waivers*
Appointment Percentage: 100%
Benefit: This benefit waives campus fees

☐ KUMC Employees
Appointment Percentage: 100%
Benefit: Waives campus fees and adjust tuition equivalent to in-state rates

****The following groups do not need to submit a form: KU or Kansas Board of Regents University staff members, Graduate Research Assistants (GRA), Graduate Teaching Assistants (GTA) and Graduate Assistants (GAs). The process for applying staff rates for these populations is automated.****

The following section must be completed by the departmental representative:

5. _____
Department Name | Position Title | Appointment Percentage | Employment Start Date | Employment End Date

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

_____
Printed Name of Departmental Representative | Signature of Departmental Representative | Departmental Representative Phone No. | Date

RETURN FORM TO THE OFFICE OF THE UNIVERSITY REGISTRAR IN ONE OF THE FOLLOWING WAYS:
Email: registrar@ku.edu
Drop off locations: KU Visitor Center, 1502 Iowa St, or the Regents Center Reception Desk, Regents Center, KU Edwards Campus Fax: 785-864-3900
Mail: Office of the University Registrar, University of Kansas, 1502 Iowa St. Lawrence, KS. 66045

Please refer to the Staff & Staff Dependent Tuition Rates and the Benefits for GTA/GRAs policies at http://www.policy.ku.edu

Revised: 04/27/2022