

Staff Dependent Rates

This form is required every semester. It must be received by the Office of the University Registrar within 30 days of the first day of classes for the requested semester.

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 Date

4. Check
 Dependent of KU or Kansas Board of Regents University Staff Member
 Appointment Percentage: 100%
 Benefit: Adjusts tuition to the in-state rate for eligible dependents.
 *Dependents of affiliated corporation staff are not eligible for staff dependent waivers.

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
 Fax: 785-864-3900
 Drop off locations: 1502 Building, 1502 Iowa St, or the Regents Center Reception Desk, Regents Center, KU Edwards Campus
 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>