UNIVERSITY OF KANSAS - OFFICIAL REQUEST FORM

**** The University of Kansas maintains the current year + 3 prior academic years only, in accordance with State records retention requirements. If available, with a court order we may be able to go back further in order to fulfill the request. ****

Student Name (Print) _____ KUID _____

Address _____ Phone # _____ - _____ - _____

City, State & Zip _____ Fax # _____ - _____ - _____

Email Address _____

I request that Student Accounts & Receivables send me an account summary for the following payments:

Tuition and Fees for the Semester(s) Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)

Housing Charges for the Semester(s) Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)
Fall _____ (year); Spring _____ (year); Summer _____ (year)

Other Charges: _____ Fall _____ (year); Spring _____ (year); Summer _____ (year)
_____ Fall _____ (year); Spring _____ (year); Summer _____ (year)

Please send summary by (check one) Pick up in Person _____ Mail _____ Fax _____ Email _____

Student Signature _____ Date _____

⇨ **If not delivering in person, the following section must be completed by a Notary Public:**

State of _____ County of _____ on this _____ day of _____, 20 _____

_____ personally appeared before me, (check one) _____ who is personally known to me

OR _____ whose identity I proved on the basis of _____ to be the signer of this Official Request Form.

Notary Public _____

Residing at _____

My commission expires: _____

KU verification by Student Accounts & Receivables personnel of student providing Account Summary:

Employee Signature _____ Date _____

Fax Request Form to: The University of Kansas Student Accounts & Receivables at 785-864-1520
OR Mail or Bring in Person Receipt Request Form to: The University of Kansas Student Accounts & Receivables
1246 W Campus Rd, Room 1 Lawrence, Kansas 66045 Email: stu.account@ku.edu

Upon receipt of your request and payment (if required), we will prepare and send you a receipt within 7-10 business days as long as charges on your account are paid in full. At the beginning of each semester and during tax season, your request may take longer due to the high volume of requests we receive during this period. Account Summary Request for current or prior academic year is free of charge. Account Summary Request specifying information prior to these periods will be processed upon receipt of $10 **per year** requested. Payment may be in the form of a check, money order or cashiers check made payable to The University of Kansas. A $30 fee will be assessed to the student's account for all returned checks. If you have any questions, please call the Student Accounts & Receivables at 785-864-3322.

Account information dated after July 2003 may be viewed and printed through Enroll & Pay at https://sa.ku.edu.