

UNIVERSITY OF KANSAS - OFFICIAL RECEIPT REQUEST FORM 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 Account Services send me a receipt 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 receipt 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 Account Services personnel of student providing Receipt Request:

Employee Signature _____ Date _____

Fax Receipt Request Form to: The University of Kansas Student Account Services at 785-864-XXXX
OR Mail or Bring in Person Receipt Request Form to: The University of Kansas Student Account
Services,
1450 Jayhawk Blvd., Room 23 Lawrence, Kansas 66045-XXXX 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. Receipt Request for current or prior academic year is free of charge. Receipt 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 Account Services at 785-864-XXXX.

Account information dated after July 20XX may be viewed and printed through Enroll & Pay at <https://sa.ku.edu>.