

Step 1 (Part 1): Verify Personal Information

•To complete the payment process and finalize your enrollment, you will first need to verify your personal information.

- Click on the words
“1.Verify Personal Information”
to review your information.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges	
Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[help]

Please complete the following steps to finalize enrollment:

- ☐ **1.VERIFY PERSONAL INFORMATION**
- ☐ Review the Enrollment Rights and Responsibilities
- ☐ Select Refund Option for Excess Financial Assistance
- ☐ Select a valid payment option: Choose an option from below ▼

Continue

Step 1 (Part 2): Verify Personal Information

•Once you have clicked on the words
“1. View Personal Information” you
should see this page.

•Review the information on the page
and update it accordingly.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges	
Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[help]

Please complete the following steps to finalize enrollment:

☐ 1. VERIFY PERSONAL INFORMATION

Emergency Notification Information

Incidents may arise on or affecting campus that necessitate emergency communication with students, faculty and staff. Please provide the phone number, text message number, and/or an email address where you can be contacted in the event of an emergency.

The information below enables university officials to include you in the emergency notification system. If you do not provide your contact information, the University may not be able to communicate with you in an emergency.

Please update your contact information in TigerTracks if it changes during the school year.

Phone: - -

Text Message Number: - -

Email:

☒ I do not wish to be contacted in the event of a campus emergency.

Address Information

☐ Permanent Address is used for FHSU correspondence

Local Address:

Local Phone: - -

Permanent Address:

Permanent Country:

Next of Kin Name:

Next of Kin Address:

Next of Kin Country:

Step 1 (Part 3): Verify Personal Information

•Once you are satisfied that the information on the page is correct, you can move on to the next step.

- Click on the box next to “I have reviewed and/or updated the above information” to place a check mark in it.

- Click Continue. The page should automatically direct you to Step 2.

Address Information

☐ Permanent Address is used for FHSU correspondence

Local Address:

Local Phone:

-

-

Permanent Address:

Permanent Country:

United States

Next of Kin Name:

Next of Kin Address:

Next of Kin Country:

United States

Next of Kin Phone:

-

-

Ethnicity

Are you Hispanic or Latino (Spanish Origin)? ☐ Yes ☐ No ☐ Refuse to Indicate

(A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

All students, including Hispanic or Latino, must select one or more races from the following five racial groups:

☐ American Indian or Alaska Native (A person having origins in any of the original peoples of North and South America, including Central America, and who maintains a tribal affiliation or community attachment)

☐ Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)

☐ Black or African American (A person having origins in any of the black racial groups of Africa)

☐ Native Hawaiian or Other Pacific Islander (A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)

☐ White (A person having origins in any of the original peoples of Europe, the Middle East, or North Africa)

☐ Refuse To Indicate

☐ I have reviewed and/or updated the above information.

Continue

Step 2 (Part 1): Review the Enrollment Rights and Responsibilities

•Next you will need to read the Enrollment Rights and Responsibilities statement.

- Click on the words
“2. Review The Enrollment Rights And
Responsibilities”
to view the statement.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges	
Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[\[help\]](#)

Please complete the following steps to finalize enrollment:

- ☒ Verify Personal Information
- ☐ **2. REVIEW THE ENROLLMENT RIGHTS AND RESPONSIBILITIES**
- ☐ Select Refund Option for Excess Financial Assistance
- ☐ Select a valid payment option:

Continue

Step 2 (Part 2): Review the Enrollment Rights and Responsibilities

- Once you have read the Enrollment Rights and Responsibilities statement, you can continue to the next step.

- Click on the box next to “I have read and understand my Rights and Responsibilities” to place a check mark in it.

- The page should automatically direct you to Step 3.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges

Description of Charges	Amount	[help]
In-State Tuition and Fees Due	752.40	

Please complete the following steps to finalize enrollment:

☒ [Verify Personal Information](#)

☐ **2. REVIEW THE ENROLLMENT RIGHTS AND RESPONSIBILITIES**

Rights and Responsibilities for Students

Published tuition and fees are subject to change by the Board of Regents. Changes in classification or other status issues may also change the amount of fees owed or financial aid received. It is the student's responsibility to make sure that all status information is correct.

Choosing a valid payment option authorizes enrollment at Fort Hays State University. A decision not to attend FHSU must be initiated by you using the official add/drop process. Time deadlines must be met if you expect a refund. Failure to meet payment deadlines once you have finalized enrollment does not automatically withdraw you from classes. Not attending scheduled classes does not automatically withdraw you from classes. Fort Hays State University reserves the right to cancel your enrollment and this agreement.

Print

☐ **I have read and understand my Rights and Responsibilities.**

Step 3 (Part 1): Select a Refund Option For Excess Financial Assistance

- Students who receive financial aid sometimes need to have excess funds refunded back to them.

- To select a refund option, click on the words “Select Refund Option For Excess Financial Assistance”.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges	
Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[\[help\]](#)

Please complete the following steps to finalize enrollment:

☒ Verify Personal Information

☒ Review the Rights and Responsibilities

☐ **3. SELECT REFUND OPTION FOR EXCESS FINANCIAL ASSISTANCE**

Any excess financial assistance that may be owed to you will be made available using the refund option selected.

☐ Select a valid payment option:

Continue

Step 3 (Part 2): Select a Refund Option For Excess Financial Assistance

•The refund options will be presented in a dropdown menu.

- Click the down arrow next to “Choose an option from below” to review the options.
- Students who do not anticipate a refund should select “No refund anticipated” from the drop down menu.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges

Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[\[help\]](#)

Please complete the following steps to finalize enrollment:

☒ [Verify Personal Information](#)

☒ [Review the Rights and Responsibilities](#)

☐ **3. SELECT REFUND OPTION FOR EXCESS FINANCIAL ASSISTANCE**

The TigerCard is the official student identification card and provides access to the TigerCard account at Commerce Bank. This is the primary and most efficient method to receive financial assistance, scholarships, and refunds. Our records indicate that you do not have a TigerCard at this time.

If you will be obtaining a TigerCard and want to use the TigerCard as your refund option, select TigerCard from the list below. If you do not obtain a TigerCard from the FHSU Card Center on-campus prior to funds being available, an FHSU check will be mailed to you. Students who are unable to obtain a TigerCard may select an alternative refund option from the list below.

Select a refund option:

No refund anticipated
Choose an option from below
TigerCard
Direct deposit to bank account
Other
No refund anticipated

[\[help\]](#)

I have selected No refund

Step 3 (Part 3): Select a Refund Option For Excess Financial Assistance

- Select your desired refund option.
 - Once the appropriate option is selected, click to place a check mark in the box next to “Confirm and Proceed” to continue.
 - The page should automatically direct you to Step 4.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges

Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[\[help\]](#)

Please complete the following steps to finalize enrollment:

☒ Verify Personal Information

☒ Review the Rights and Responsibilities

☐ **3. SELECT REFUND OPTION FOR EXCESS FINANCIAL ASSISTANCE**

The TigerCard is the official student identification card and provides access to the TigerCard account at Commerce Bank. This is the primary and most efficient method to receive financial assistance, scholarships, and refunds. Our records indicate that you do not have a TigerCard at this time.

If you will be obtaining a TigerCard and want to use the TigerCard as your refund option, select TigerCard from the list below. If you do not obtain a TigerCard from the FHSU Card Center on-campus prior to funds being available, an FHSU check will be mailed to you. Students who are unable to obtain a TigerCard may select an alternative refund option from the list below.

Select a refund option:

[\[help\]](#)

You need to choose a refund option.

☐ Confirm and proceed

Step 4 (Part 1): Select a Valid Payment Option

•In the fourth and final step, you will pay for your courses and finalize your enrollment.

- Click the drop down next to “Select A Valid Payment Option” to choose a payment option.
- Once a payment option has been selected, click “Continue”.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges

Description of Charges	Amount	[help]
In-State Tuition and Fees Due	752.40	

Please complete the following steps to finalize enrollment:

- ☒ Verify Personal Information
- ☒ Review the Rights and Responsibilities
- ☒ Select Refund Option for Excess Financial Assistance

☐ **4. SELECT A VALID PAYMENT OPTION:** Choose an option from below ▾

[help]

Continue

Step 4 (Part 2): Select a Valid Payment Option

•Please note that this portion of the payment process is different depending on the payment method selected. This illustration demonstrates how to pay in full with a credit card.



TigerTracks

TigerEnroll

Steps to Complete Enrollment - Fall 2009

Enrollment Charges	
Description of Charges	Amount
In-State Tuition and Fees Due	752.40

[\[help\]](#)

Please complete the following steps to finalize enrollment:

- ☒ Verify Personal Information
- ☒ Review the Rights and Responsibilities
- ☒ Select Refund Option for Excess Financial Assistance

☐ **4. SELECT A VALID PAYMENT OPTION:** Pay In Full With Credit Card ▾

[\[help\]](#)

Continue

Step 4 (Part 3): Select a Valid Payment Option

- Review the various amounts due. The “Amount Authorized” entry is the amount that will be charged to your credit card.

- Once you agree to the authorized amount, click the box next to “I agree to the terms listed above” to place a check mark in the box.
- Click “Continue”.



TigerTracks

TigerEnroll

Credit/Debit Card Payment In Full

- This payment option allows you to pay your tuition balance in full by credit or debit card.
- The amount authorized below is for this payment transaction only. A new authorization is required for any future payments.

Calculation of Fees Due:

In-State Tuition and Fees Due	752.40
Total Due:	752.40

Amount Authorized: 752.40

☒ I agree to the terms listed above.

Continue

Step 4 (Part 4): Select a Valid Payment Option

•On this page you will enter your credit card information.

- Click the drop down menus to select the appropriate card type and expiration date.
- Enter the rest of the corresponding information in the correct fields.
- Enter the CSC number. Click on “CSC” for help finding this number on your card.



TigerTracks

TigerEnroll

Credit Card Information

Cards Accepted: Visa - Mastercard - Discover - American Express

Amount Authorized: 752.40

Card Type:

Card number:

Name of CardHolder:

Expiration date:

CSC:

Step 4 (Part 5): Select a Valid Payment Option

- On this page you will confirm that all of the information is entered correctly.
 - After you have verified that all the information is correct, click “Confirm Payment Authorization” to proceed.



TigerTracks

TigerEnroll

Credit Card Information

Cards Accepted: Visa - Mastercard - Discover - American Express

Amount Authorized: 752.40

Card Type:

Card number:

Name of CardHolder:

Expiration date:

CSC:

Step 4 (Part 6): Select a Valid Payment Option

- On this final page, you will confirm that all the information is correct and submit the payment for processing.

- After verifying that all information displayed is correct, click “Process Payment” to finalize your enrollment and send your payment information to the university.

- Please note that clicking this button multiple times may result in multiple charges to your credit card.



TigerTracks

TigerEnroll

Transaction Authorization - Fall 2009

Confirm that the information below is correct.

Card Details

Card Number	*****1111
Card Type	Visa
Expiration Date	08/2014
Name on Card	Jane Dowe

Enrollment Charges

Charge Description	Amount
In-State Tuition and Fees Due	752.40
Total Due:	752.40

Amount Authorized: 752.40

Process Payment



WARNING: Clicking the Process Payment button more than once may result in multiple charges to your credit card.