

## 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:

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

[\[help\]](#)

#### Estimated Financial Assistance

Description of Awards	Amount
Faculty/Staff Dependent Scholar	100.00

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:

## 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.

## 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:

Choose an option from below

[\[help\]](#)

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



### 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:** 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 with Financial Aid.



# TigerTracks

TigerEnroll

### Steps to Complete Enrollment - Fall 2009

#### Enrollment Charges

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

[\[help\]](#)

#### Estimated Financial Assistance

Description of Awards	Amount
Faculty/Staff Dependent Scholar	100.00

**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 with Financial Aid [\[help\]](#)

[Continue](#)

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

•Please review the information  
provided at the top of the page and  
numerical data at the bottom.

- Click the box next to “I agree to the terms listed above.” to place a check mark in it.
- Click “Submit” to proceed to the next step and finalize your enrollment.
- Please note that if your financial aid does not cover your complete costs, you will need to select a payment using the drop down box to pay for the remainder.

### Pay With Financial Assistance - Fall 2009

- This payment option allows you to enroll based on Financial Assistance/Scholarships/Short-term Loans that you have been awarded. If choosing this option, you are granted a financial assistance deferment.

- This payment option is only valid if you have been officially awarded financial assistance through the FHSU Financial Assistance office or submitted documentation for scholarship funds.

- If your financial assistance funds will NOT be available by the Tuesday, September 15, 2009 deferment deadline, you will be responsible for full payment of all charges on that date without receiving additional notice from FHSU.

- A \$25 late fee may be assessed for each missed payment deadline.

- By selecting this payment option, you authorize release of any financial assistance/scholarships to pay all charges due Fort Hays State University. Available financial assistance is applied to all University charges first even if you selected payment plans.

- You are personally responsible for the purchase of textbooks which are not part of FHSU institutional charges.

- You authorize excess funds to be released to the refund option selected by you. You also authorize the release of grades/transcripts to your scholarship donors.

- Available excess financial assistance is released to enrolled students beginning Wednesday, August 19, 2009. Students finalizing enrollment after the enrollment deadline will not receive available excess financial aid on the same day as enrollment.

- Financial assistance award amounts and dates for disbursement are subject to change. You have the obligation to verify the date and actual amount of funds released before spending any funds. FHSU is not responsible for time delays and amounts disbursed.

- You have made arrangements for the disbursement of your financial assistance refund.

- You have signed your awards letter and accepted your financial assistance awards.

#### Calculation of Fees Due:

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

<b>Total Due:</b>	<b>752.40</b>
-------------------	---------------

Estimated amount of financial assistance awarded	100.00
--	--------

Estimated amount of special program funds awarded	0.00
---	------

<b>Estimated amount not covered by your awards</b>	<b>652.40</b>
--	---------------

You have a balance that is not covered by your awards. Please select a payment option below to pay your remaining balance and finalize Enrollment.

Select a valid payment option:

Pay In Full With Credit Card

☐ I agree to the terms listed above.

Submit