University of Kansas Financial Responsibilities Agreement and the Consent to Conduct University Business Electronically

NOTE: This is an instruction document only, contract wording may vary from year to year.

Beginning with Spring 2017 enrollment, all University of Kansas/University of Kansas Medical Center students will be required to confirm the following agreements for each term they are enrolled:

- Consent to Conduct University Business Electronically
- Student Financial Responsibilities Agreement

When you click on the Enroll (Add Classes) link or the Account Management link within Enroll & Pay, you will automatically be directed to complete the agreements.

There are 4 steps to the Agreements. The Student Task WorkCenter on the left-hand side of the page tracks and displays your progress. You may exit at any time by clicking the button in the upper right hand corner of the page, however, the next time you attempt to click the Enroll (Add Classes) or the Account Management link within Enroll & Pay, you will automatically be returned to the next step to complete the agreement process.

1. The Introduction – Read the text and click “Mark as Read” (circled below), then click the button when it becomes available.
2. Electronic Communications and Business Agreement – Read the text and click the “Accept” Checkbox at the bottom of the page (circled below) then click the Save button when it becomes available. Click Next in the upper right-hand corner of the page when you have completed Step 2.
3. Financial Responsibility Agreement – Read the text in its entirety and click the “Accept” Checkbox at the bottom of the page (circled below) then click the button when it becomes available. Click in the upper right-hand corner of the page when you have completed Step 3.
4. Complete Task – Read the final statement and click the “Finish” button (circled below) when you are done.

For more information or to read the full text of each agreement, please visit the Student Account Services website for Lawrence/Edwards Campus students (http://student-account-services.ku.edu/) or the Student Financial Accounting website for KUMC students (http://www.kumc.edu/finance/student-financial-accounting.html).