

PROGRAM FEE PAYMENT TIPS

TO SHARE WITH FAMILIES:

Families may pay the Kansas 4-H Program Fee during the online enrollment process or by mailing a check to the State 4-H Office. Waivers are available and are part of the enrollment process. There is no fee for 5-6 year olds or adult volunteers.

Online Payment Tips:

- Credit/debit card entry should occur BEFORE submitting the enrollment.
- The online payment area is not available anymore once an enrollment has been submitted and is pending approval.
- Credit/debit card entry must be repeated for EACH youth, it's not possible to pay one time for multiple youth.
- Online payment cannot be completed at the local Extension office or over the phone.

Check Mailing Tips:

- Please mail a check to the State 4-H Office within (7) business days of enrollment submission to avoid receiving invoice reminders.
- Multiple youth may be paid with one check.
- Write the youth's name(s) on the check memo line or on a sheet of paper enclosed with the check.
- Checks should be made payable to: Kansas 4-H Youth Development. Mail to: Kansas 4-H Youth Development, 1612 Claflin Rd., 201 Umberger Hall, Manhattan, KS 66506.
- It can take up to (10) business days for the State 4-H Office to receive mail.
- Once payment has arrived, the State 4-H Office requests (10) business days to process the payment and activate associated enrollments.
- The family will receive email notification once the youth's 4-H enrollment has been approved.
- If a youth isn't "active" within 3 weeks of mailed payment, it is possible payment did not reach the State 4-H Office. Please call the State 4-H Office to confirm before cancelling a check and mailing a new payment.

Resource Links

- [Enrollment for New Families](#)
- [Reenrollment for Returning Families](#)
- [Check Payment information and mailing address](#)
- [How to handle a declined online payment](#)
- [General 4HOnline Family Resource webpage](#)