

Oct. 6, 1941

Mr. Raymond Nichols
Chancellor's Office
Campus

Dear Mr. Nichols,

In making a study of the fees charged for courses in the Department of Physical Education we are again faced with the fact that a fee of \$1.50 plus \$1.00 is still charged for courses 67W and 68W. As I recall, we have asked that this fee be removed because it entails a duplication of fees for the women students who enroll in these courses. Courses 67W and 68W are for junior women majoring in Physical Education, and in most cases these students are enrolled at the same time in other major courses for which the towel and locker fee is charged.

I am under the impression that we have previously asked the budget committee to act on this request. I trust that action may be taken on this fee at an early date.

I also wish to recommend the adoption of a fee of \$1.00 (no deposit) for course No. 176, Tests and Measurements in Physical Education, for the materials used in this course, effective at the beginning of the second semester.

Sincerely yours,

FCA/pg

Director of Physical Education and Recreation
Varsity Basketball Coach

BUSINESS OFFICE
March 17, 1942

DEPARTMENT OF: Physical Education

Please list below all courses in your department to be offered during the coming "SUMMER SESSIONS" for which laboratory fees are to be charged. Also list the information designated in the column headings. Will the head of each department check these fees so there will be no mistakes made in charging them?

NO. OF COURSE NAME NO. OF HOURS FEE

	Locker and Towel		\$1.25 plus \$1.00 dep
	Towel (only)		.75 " "

DEPOSIT REQUIRED: \$1.00

ANY NEW FEES OR CHANGES IN LABORATORY FEES should be referred to the BUDGET COMMITTEE for approval.

Please return to the Business Office, completely filled out, not later than April 1, 1942.

Yours very truly,

Karl Klooz

Karl Klooz
Bursar

Summer, 1941

200	Theory and Practice of Athletic Training	3	1.00
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	Locker and Towel		1.25
	Towel (only)		.75

\$1.00 each for "Locker and Towel" and "Towel"

San Francisco Overland Limited



BETWEEN
CHICAGO · OMAHA · SAN FRANCISCO

Mr. De Grook

Dr. Allen asked me

to refer this to

whoever is responsible.

Are you ????

Miss Hoover
must indicate which
Semester women's
courses are experim!
E.B.O.

ROAD OF *The Streamliners* AND *The Challenger*





The Portland Rose

CHICAGO • OMAHA • PORTLAND

Detroit

Dr. Allen

Miss Hoover tells me
that some of these fees
have been reported wrong.

For instance Course 68
is not given in the fall
but in the spring — +

she is of the opinion
that several others
should be changed —

lg

SUN VALLEY • IDAHO

America's Foremost Year 'round Sports Center



Fall, 1940

32M	Physical Education	2	\$2.25	
32W	Physical Education	2	2.25	
34M	Physical Education	2	2.25	
34W	Physical Education	2	2.25	
37	First Aid	2	1.00	(no dep.)
68	Physical Education	2	1.50	
Freshman and Sophomore Physical Education				
	(activity courses)	1	2.25	
Gym. privilege - 1 towel ticket			.75	

\$1.00

Spring, 1941

31M	Physical Education	2	\$2.25
31W	Physical Education	2	2.25
33M	Physical Education	2	2.25
33W	Physical Education	2	2.25
67	Physical Education	1	1.50
200	Theory & Prac. of Athletic Training	3	1.00 (no dep.)
Freshman and Sophomore Physical Education (activity courses)		1	2.25
Gym. privilege - 1 towel ticket			.75

\$1.00

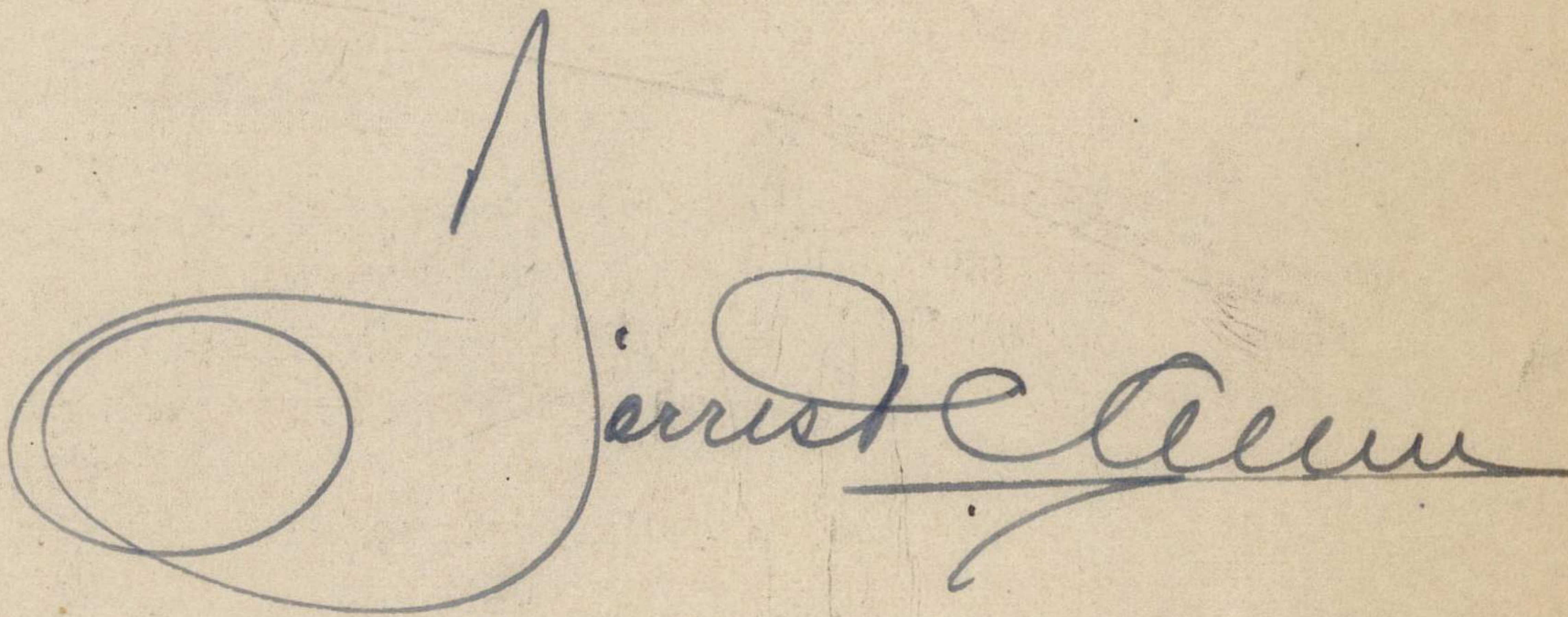
October 6, 1941

To members of the Department of Physical Education:

In order to clear up certain matters at the Business Office in regard to fees which are charged in Physical Education courses, we have made a study of the situation and I am enclosing herewith for your information a copy of the letter which I am sending to Mr. Owens at the Business Office.

May I suggest to the men instructors, particularly, that you make a careful check on all students attending the physical activity classes to see that they have paid the towel and locker fee of \$2.25. If a student is unable to present his receipt card showing that he has paid this fee, insist that the fee be paid if he wishes to get credit for his class work. I feel sure that the women instructors are making a careful check on the \$2.25 fee, and of course we do not wish the girls to carry the load for the department. It is vitally important that the students to whom this service is rendered pay their share.

Sincerely,

A large, stylized handwritten signature in blue ink, reading "Ernest Allen". The signature is written in a cursive style with a large initial "E" and a long horizontal line extending from the end of the name.

Director of Physical Education and Recreation
Varsity Basketball Coach

FCA/pg

copy to all
PE staff &
Dean Smith

University Business Office,
University of Kansas.

Attention: Mr. Owens.

Dear Mr. Owens:

Confirming our conversation held in the Business Office
the other day, I am sending you a list of courses in the Department of
Physical Education with the fees charged in each case. I trust that
this summary will be of benefit to you in checking student fees.

The towel and locker fee of \$2.20 plus \$1.00 is charged
for the following Physical Activity Courses for Men:

- | | |
|----|-------------|
| 1a | 6a, b, c, d |
| 1b | 7a |
| 1c | 7c |
| 2a | 8a, b |
| 2c | 15a |
| 3a | 15c |
| 3b | 16 |
| 3c | 17 |
| 4 | 18 and 38 |
| 5a | 19 |
| 5b | |

~~see note
to Dr. Allen~~

Towel and locker fee of \$2.25 plus \$1.00 deposit is charged
for the following Physical Activity Courses for Women:

- | | |
|-------------|-------|
| 1a | 8a, b |
| 1c | 9a |
| 2a | 9c |
| 2b | 10 |
| 2c | 11a |
| 3a | 11c |
| 3b | 12a |
| 3c | 12c |
| 3d | 13a |
| 3e | 13b |
| 4 | 14a |
| 5 | 14c |
| 6a, b, c, d | |
| 7a | |
| 7b | |

Towel and locker fee of \$2.25 plus \$1.00 is charged for the following Physical Activity Courses for both Men and Women:

41a	44a
41c	44c
42a	45a
42b	45c
42c	46a
43a	46c
43b	
43c	

Note: No fee is charged by this department for courses 47a, 47b, 47c - Equitation.

\$2.25 plus \$1.00 deposit is charged for courses 31M, 32M, 33M, 34M, and 31W, 32W, 33W, 34W.

A fee of \$1.00 (no deposit) is charged for courses 37 and 200.

At the present time a fee of \$1.50 plus \$1.00 deposit is charged for courses 67W and 68W, but we are attempting to have this fee removed because these courses are for junior women majors who are, in most cases, enrolled in one of the 30-series courses for which they have already paid a towel and locker fee.

No fees are charged in any of the other Physical Education courses at this writing except, for example, a student enrolls in say course No. 62 but is not enrolled in any of the other major courses for which the towel and locker fee is charged. In that case, the student would be charged a fee of \$2.25 plus \$1.00 deposit.

I trust that the above explanations are clear to you, but if for any reason you have further questions I shall be very happy to clear them up for you.

Sincerely yours,

Dir. of P. E. -

October 16, 1941

Mr. Seaver Owen
University Business Office
Campus

Dear Mr. Owen,

Thank you for your good letter as of Oct. 14. I am writing a letter to my colleagues in the department of physical education who enroll students in physical education courses to be extremely careful in the designation of numbers and letters when enrolling students. We will not have any more of this until late January, but I'm taking time by the fore-lock and am impressing this situation upon these faculty members.

I am quoting your letter to them as follows:

"This will acknowledge the receipt of your letter of October 6, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

"I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty."

Thank you very much.

Sincerely,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA/pg

THE UNIVERSITY OF KANSAS

LAWRENCE

BUSINESS OFFICE

KARL KLOOZ, BURSAR

Wednesday, October 14, 1941

Dr. Forrest C. Allen
Director Physical Education and Recreation

Dear Sir-

This will acknowledge the receipt of your letter of October 6, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty.

I thank you again for your help to me in this matter.

Yours truly

Seaver Owen

Seaver Owen

THE UNIVERSITY OF KANSAS
LAWRENCE

BUSINESS OFFICE

Wednesday, October 14, 1941

KARL KLOOS, DIRECTOR

Dr. Forrest C. Allen
Director Physical Education and Recreation

Dear Sir-

This will acknowledge the receipt of your letter of October 8, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty.

I thank you again for your help to me in this matter.

Yours truly

Beaver Owen

Aluminum Paint

445

435

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October 16, 1941

Dear Fellow Faculty Member,

I have just received a letter from Mr. Seaver Owen of the University Business Office. He states as follows:

"This will acknowledge the receipt of your letter of Oct. 6, in which you gave me an illuminating and thorough resume of the courses for which fees must be charged in your department. I appreciate this effort on your part and hope that I will be able to avoid a repetition of the mix-up that we had this enrollment period.

"I have but one thing more to ask of you. I want you to help me by instructing all those people under your jurisdiction to be meticulous in the designation of numbers and letters when enrolling students in Physical Education courses. If this is done, and in addition I am able to handle the fee assignment job better we will avoid any further difficulty."

This is self-explanatory. Unless the numbers and letters are made clear in the designation of physical education courses the business office assistants are apt to make errors because they go to the catalogue to determine what courses they are required to charge a towel fee for. I am sure that you can see their quandry if the designation is not perfectly clear as it is made out on the enrollment cards. The scribes as well as those advisors who enroll should be extremely careful in these details.

Thank you for your continued cooperation.

Sincerely,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA/pg

Summer '40

		<u>DEPOSIT</u>
Locker and Towel	\$1.25	\$1.00
Towel (only)	.75	\$1.00

\$1.00 for each

Fall '39

31M	Physical Education	2	\$2.25
31W	Physical Education	2	2.25
33M	Physical Education	2	2.25
33W	Physical Education	2	2.25
67	Physical Education	1	1.50
200	Theory & Prac. of Athletic Training	3	1.00 (no dep.)
Freshman and Sophomore Physical Education (activity courses)			
		1	2.25
Gym. privilege - 1 towel ticket			.75

\$1.00

Sp. '40.

32M	Physical Education	2	\$2.25
32W	Physical Education	2	2.25
34M	Physical Education	2	2.25
34W	Physical Education	2	2.25
37	First Aid	2	1.00 (no dep.)
68	Physical Education	2	1.50
Freshman and Sophomore Physical Education (activity courses)		1	2.25
Gym. privilege - 1 towel ticket			.75

\$1.00

X

31M ✓	Physical Education	2 hrs.	\$2.25
31W ✓	Physical Education	2 hrs.	2.25
33W m ✓	Physical Education	2 hrs.	2.25
67 ✓	Physical Education	1 hr.	1.50
✓ Freshman & Sophomore	Physical Education	1 hr.	2.25
✓ Gym. privilege - 1 towel ticket			.75

\$1.00

Ap.

32M	Physical Education	2 hrs.	\$2.25
32W	Physical Education	2 hrs.	2.25
34W	Physical Education	2 hrs.	2.25
37	First Aid	2 hrs.	1.00 (No Dep.)
68	Physical Education	2 hrs.	1.50
80	Tr. of Ath. Injuries	3 hrs.	1.00 (No Dep.)
Freshman and Sophomore Physical Education		1 hr.	2.25
Gym. privilege - 1 towel ticket			.75

\$1.00 (with exception of courses No. 37 and 80)

Sp.

32M	Physical Education	2 hrs.	\$2.25
32W	Physical Education	2 hrs.	2.25
34W	Physical Education	2 hrs.	2.25
37	First Aid	2 hrs.	1.00 (No Dep.)
68	Physical Education	2 hrs.	1.50
80	Tr. of Ath. Injuries	3 hrs.	1.00 (No Dep.)
Freshman and Sophomore Physical Education		1 hr.	2.25
Gym. privilege - 1 towel ticket			.75

\$1.00 (with exception of courses No. 37 and 80)

DEPARTMENT OF PHYSICAL EDUCATION

FEEES -- 1937-38

Fall Semester

<u>No. of Course</u>	<u>Name</u>	<u>Hours Credit</u>	<u>Fees</u>		
✓ 31M	Phys. Ed.	2 hrs.	\$2.25 + \$1.00	Dep.	\$3.25
✓ 31W	Phys. Ed.	2 hrs.	2.25 + \$1.00	Dep.	3.25
✓ 33W	Phys. Ed.	2 hrs.	2.25 + \$1.00	Dep.	3.25
✓ 67	Phys. Ed.	1 hr.	1.50 + \$1.00	Dep.	2.50
	Freshman Phys. Ed.	1 hr.	2.25 + \$1.00	Dep.	3.25
	Sophomore Phys. Ed.	1 hr.	2.25 + \$1.00	Dep.	3.25
	Gym. Priv. - 1 towel ticket		.75 + \$1.00	Dep.	1.75

Spring Semester

✓ 32M	Phys. Ed.	2 hrs.	\$2.25 + \$1.00	Dep.	\$3.25
✓ 32W	Phys. Ed.	2 hrs.	2.25 + \$1.00	Dep.	3.25
✓ 34W	Phys. Ed.	2 hrs.	2.25 + \$1.00	Dep.	3.25
✓ 37	First Aid	2 hrs.	1.00	No Dep.	1.00
✓ 68	Phys. Ed.	1 hr.	1.50 + \$1.00	Dep.	2.50
✓ 80	Tr. Ath. Inj.	2 hrs.	1.00	No Dep.	1.00
	Freshman Phys. Ed.	1 hr.	2.25 + \$1.00	Dep.	3.25
	Sophomore Phys. Ed.	1 hr.	2.25 + \$1.00	Dep.	3.25
	Gym. Priv. - 1 towel ticket		.75 + \$1.00	Dep.	1.75

SUMMER SESSION FEES (1939)

Course No.

200.	Theory & Practice of Athletic Training	3 hrs.	\$1.00 (no dep.)
	Locker and Towel		\$1.25
	Towel (only)		.75

Deposit - - \$1.00 for Locker & Towel; and Towel (only).

Business Office
April 12, 1938

DEPARTMENT OF: Physical Education

Please list below all courses in your department to be offered during the coming "SUMMER SESSION" for which laboratory fees are to be charged. Also list the information designated in the column headings. Will the head of each department check these fees so there will be no mistakes made in charging them?

<u>NO. OF COURSE</u>	<u>NAME</u>	<u>NO. OF HOURS</u>	<u>FEE</u>	<u>Deposit</u>
	Locker and Towel		\$1.25	\$1.00
	Towel (only)		.75	1.00

DEPOSIT REQUIRED _____?

ANY NEW FEES OR CHANGES IN LABORATORY FEES should be referred to the BUDGET COMMITTEE for approval.

Please return to the Business Office completely filled out not later than April 25, 1938.

Very truly yours,

Karl Klooz

Karl Klooz
Bursar

'32 }
33 } .50 + 1.00
34 }

'35 }
'36 } 1.00 + 1.00

'37 - 1.00 + 1.00 Sewin +

75 + 1.00

εφ. ρ
1.25
75