



## **TUITION REFUND POLICY**

### **1. Policy Statement/Procedure Description**

As required by Federal Regulations, the University shall return all or a portion of the Title IV aid awarded to the appropriate Title IV account. The return to Title IV occurs when the student officially withdraws, drops out, takes an unapproved leave, is expelled, or otherwise fails to complete the period of enrollment for which he or she was charged.

Kentucky State University will perform a refund repayment calculation for all students who receive Title IV aid (R2T4). Students who do not receive Title IV aid will be processed in accordance with the published refund schedule.

The sources of aid to the student are: Unsubsidized Federal Direct Stafford Loans, Subsidized Federal Direct Stafford Loan, Federal Direct PLUS Loans, Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Other Student Financial Assistance Programs Other federal, state, private, or institutional sources of aid the student.

If a student receives a cash refund and then withdraws from school, he/she must repay a portion of the amount received. Students whose accounts were “paid in full” are likely to end up owing the institution after withdrawal

### **2. Entities Affected**

- Financial Aid
- Residence Life
- Academic Affairs (registration and degree completion; transcript release)

### **3. Policy Owner/Interpreting Authority**

Office of the Bursar

Executive Vice President for Finance and Administration

