



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Tuition Refund Policy

APPLIES TO:

Students

ADMINISTRATIVE AUTHORITY:

**Office of the Bursar
Academic and Student Affairs**

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

Six Months from Approval if Not Renewed or Made Permanent

POLICY STATEMENT:

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.

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.

DEFINITIONS:

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.

PROCESS:

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.

REFERENCES AND RELATED MATERIALS:

Office of Financial Aid Policy Manual
Title IV US Department of Education

CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the Bursar	(502) 597-6250	bursarmail@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	March 2021	Unknown
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Revision (New Template)	October 2025	Danyel Tolbert
