

Pittsburg State University

Tuition Refund Policy

Regulation: According to the Kansas State Board of Regents for Higher Education, institutions may refund in part or in full the tuition and fees paid by a student or on their behalf, who have withdrawn from the institution due to hardship or extraordinary circumstances. Students may only petition for refund of tuition and fees for courses in which they have officially withdrawn. **If you are receiving federal financial aid, PSU may be legally required to return all or part of any refund to the US Department of Education.**

Students with the following or similar conditions may qualify for refunds:

1. A written verification from a recognized professional (e.g., physician) that the student must withdraw because of serious illness, injury or personal emergency of the student or a member of the immediate family.
2. A written verification from an appropriate representative or publication of the University proving that the student was given misinformation as to the correct deadline for receiving a refund of tuition and fees.
3. Official verification that the student attended another institution in addition to written verification from the instructors of record that the student never attended classes at PSU (the verification may state that the student neither submitted assignments nor completed examinations).
4. Other hardship or extraordinary circumstances that have arisen after the refund deadline.
5. A written verification from the student's advisor or another official within their department that the student was misadvised and must be removed from the class(es) for failure to meet department/course requirements.

Reasons similar to those listed below **will not result in approval** for receiving a refund of tuition and fees after the deadline:

1. The student's lack of knowledge or misunderstanding of the deadline.
2. A student had waited to get the results of an exam or other assignment.
3. The student's grades have declined since the deadline.
4. The student does not need the course for graduation.
5. Different deadlines existed at a previous school.
6. Non-attendance or non-participation in the class(es).

Deadline: The request a refund of tuition and fees must be received no later than three weeks after the end of the term for which a refund is being requested.

Procedure: Submit the completed petition form with supporting documentation to the Office of the Registrar for consideration by the review panel. The student will be notified by e-mail or letter of the committee's decision.

Submit the Petition for Refund form with supporting documents to:

Pittsburg State University
Office of the Registrar
103 Russ Hall
1701 S Broadway
Pittsburg, KS 66762

Questions may be directed to registrar@pittstate.edu

Petition for a refund of tuition & fees
Pittsburg State University

First Name _____ Last Name _____

Student ID Number _____ Phone _____

Mailing Address (Street) _____

City _____ State _____ Zip _____

Email address _____ Phone _____

Student Signature _____ Date _____

COURSE(S) FOR WHICH PETITIONING FOR A REFUND OF TUITION AND FEES

TERM: SEMESTER _____ YEAR _____

Check Petition Criteria: All courses for this term

Specific course(s) for this term (list below course information)

Course Number(s) _____

Course Name _____

Instructor Name(s) _____

REASON FOR PETITION: Follow each of the steps. Attach a typed response to the questions note in step 1 & 2 and any appropriate documentation (e.g. medical, personal emergency).

1. State the extraordinary circumstances that caused you to miss the refund deadline.
2. If applicable, explain why the circumstances affect only the course(s) above (if not for all courses).
3. Include documentation supporting your circumstances. (as noted on Tuition Refund Policy – page one)
4. Submit form to Registrar's Office, 103 Russ Hall.

-----Internal Review-----

ADVISER/INSTRUCTOR(S) RECOMMENDATION Recommend Approval Recommend Denial

Comments:

REVIEW PANEL DECISION

Approval of the petition signifies that the circumstances which this student has described meet the established guidelines for exceptions to the regular refund policy and approved by major of committee members. Petition Approved Petition Denied

Signature of Review Committee Chair _____ Date _____ Student Notification date _____