

Pittsburg State University

Tuition/Credit Refund Policy

Regulation: According to the Kansas State Board of Regents for Higher Education, institutions may refund/credit in part or in full the tuition and fees assessed, paid, or granted to a student account or on their behalf, who have withdrawn from the institution due to hardship or extraordinary circumstances. Students may only petition for refund of tuition and fees for courses in which they have officially withdrawn.

Students receiving federal financial aid should consult with Student Financial Assistance at 620-235-4240 before submitting the petition. 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 a refund/credit:

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/credit 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/credit 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/credit of tuition and fees after the deadline:

1. The student's lack of knowledge or misunderstanding of the deadline.
2. Waited past the deadline to receive a refund/credit to obtain the results of an exam or other assignment.
3. The student's grades have declined since the deadline to drop with any refund/credit.
4. The student does not need the course for graduation.
5. Different deadlines existed at a previous school.

Deadline: This form **must be received no later than three weeks after the end of the term** for which a refund/credit 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 of the committee's decision, typically within 2 weeks of receipt of petition.

Submit the Petition for Refund/Credit 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 Phone 620-235-4205
Fax 620-235-4015

Petition for a Refund/Credit of Tuition & Fees
Pittsburg State University

First Name

Last Name

Student ID Number

Phone

Mailing Address (Street)

City

State

Zip

Email address

Student Signature

Date

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

TERM: SEMESTER

YEAR

Check Petition Criteria:
information)

All courses for this term

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

Course Number

Course Number

Course Name

Course Name

Instructor Name

Instructor Name

REASON FOR PETITION: Complete below or attach a response to the questions below and provide any appropriate documentation (e.g. medical, personal emergency). Then return to the Registrar's Office, Russ Hall 103.

1. State the extraordinary circumstances that caused you to miss the refund/credit deadline.

2. If applicable, explain why the circumstances affect only the course(s) above (if not for all courses).

3. **Include detailed documentation supporting your circumstances.** (as noted on Tuition Refund /Credit Policy

– page one)

4. **Submit form to Registrar's Office, 103 Russ Hall, to registrar@pittstate.edu, or fax 620-235-4015.**