

# 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institutions may refund in part or in full the tuition and fees paid by a student or on their behalf, who have withdrawn from the institution due to hardship or extraordinary circumstances. Students may only petition for refund of tuition and fees for courses in which they have officially withdrawn.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. Waited past the deadline to receive a refund 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.
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:** To 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 of the committee's decision, typically within 2 weeks of receipt of petition.

**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](mailto:registrar@pittstate.edu)  
Phone 620-235-4205  
Fax 620-235-4015

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 \_\_\_\_\_ Day 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. Complete below or attach a response** to the questions below and provide 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 or fax to 620-235-4015

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

**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

Comments:

Signature of Review Committee Chair \_\_\_\_\_ Date \_\_\_\_\_ Student Notification date \_\_\_\_\_