



THE FOLLOWING UNIVERSITY STAKEHOLDERS WERE INCLUDED IN THE REVIEW AND APPROVAL OF THIS POLICY DRAFT / REVISION:	
	Office of the General Counsel – Stacia Boden
	Financial Operations – Robyn Bongartz 5 \ D Q / R K I L Q N and Troy Bruun
	Registrar’s Office – Gina Crabtree
	International Education – Vince Altum
	OneStop Student Services – Aaron Hamilton and Addie James
	Academic Affairs – Linnea GlenMaye
	Financial Aid – Sheelu Surender
	Student Engagement – Gabriel Fonseca
	Faculty Senate – Jolynn Dowling (shared)
	Staff Senate – Kennedy Rogers (shared)
OTHER NOTES FOR CONSIDERATION:	
Policy 13.05 / Tuition and Fees Payment Plan is also being revised for the same purpose as the present policy.	
OWNER OF POLICY REQUEST FOR QUESTIONS:	Financial Operations – Robyn Bongartz

## 13.04 / TUITION AND FEES REFUNDS

### I. INITIATING AUTHORITY

- A. Financial Operations and Business Technology serves as the initiating authority for this policy.

### II. PURPOSE

- A. This policy explains refunds that apply to tuition, course fees, required student fees and other fees as outlined in the [Comprehensive Fee Schedule](#) for students who withdraw from Wichita State University (University) or reduce their enrollment.

### III. POLICY

- A. Wichita State University will comply with all applicable state and federal regulations governing the administration of refunds on student accounts. The refund guidelines that follow are established to ensure the ethical, professional and timely delivery of student account (e)-1 (d i)-2verylini:610 (O)-4 (L3205 Td [(3t iv)7 (e)])T.

#### IV. FEDERAL FINANCIAL AID

- A. It is the policy of the University to refund the credit from Federal financial aid to the student in a timely manner in accordance with U.S. Federal Title IV Regulations (34 CFR 668.22). Any student who receives Title IV funds and withdraws from all classes during the first 60 percent of an academic period is subject to Return of Title IV (R2T4) calculations to determine the amount of federal funds that must be returned to federal programs. Any refund resulting from a student's withdrawal from all classes will be allocated first to federal funds that must be returned and then to grants/scholarships. The University must return funds to federal programs based on the unearned portion of financial aid. The student is responsible for paying the University for the amount of the unearned portion of financial aid returned to Federal programs.

#### V. SCHOLARSHIPS

- A. Upon meeting required academic criteria, funds received from scholarships will be used to pay tuition, fees and other outstanding balances before refunds are issued.

#### VI. THIRD PARTY SPONSOR

- A. A credit balance resulting from a third party sponsor payment on a student account which exceeds the authorized charges on that account will be returned to the third-party sponsor.

#### VII. CASH OR CHECK PAYMENTS

- A.

undaimed nonTitle IV student refunds will be forwarded to the Kansas State Treasurer, Unclaimed Property Division.

X. EXCEPTIONS TO THE REFUND POLICY

- A. Students seeking a refund that is higher than is available by policy due to extenuating circumstances must petition the Tuition Refund Board of Appeals by completing the Petition for Exception to Tuition Refund Policy for Dropping Courses form with appropriate documentation and submitting the form to the Office of Financial Operations Accounts Receivable within the semester the course was taken.

XI. EXCEPTIONS TO THE REFUND POLICY FOR MILITARY BDC / REFUND POLICY

- B. Holds on further enrollment and release of diplomas will be put in place for students with delinquent accounts. Such holds will remain in place until the hold has been resolved through the office of [Financial Operations and Business Technology](#), which is located at Jardine Hall, room 201, and can also be reached at (316) 978-3333.

#### XIV. DEFINITIONS

- A. For the purpose of this policy only, the following definitions shall apply:
  - 1. Third Party Sponsor: An embassy, government agency, or private company that pays all, or a portion, of a student's invoice directly to the university.
  - 2. Unclaimed Property: Tangible or intangible property that is unclaimed by its rightful owner for a specified period of time.
  - 3. University: Wichita State University and its controlled affiliate organizations.
  - 4. Unearned Tuition Assistance: The portion of tuition charges billed to the student but not yet earned by the institution; the unearned tuition represents future educational services to be rendered to presently enrolled students.

#### XV. APPLICABLE LAWS AND ADDITIONAL RESOURCES

- A. [K.S.A. 58-3950 Report of abandoned property](#)
- B. [U.S. Federal Title IV Regulations, 34 CFR 668](#)
- C. [Department of Defense Instruction \(DoDI\) 1322.25, Subject: Voluntary Education Programs \(April 2, 2020\)](#)
- D. [Supervisory Highlights, Student Loan Servicing, Special Edition \(Issue 27, Fall 2022\)](#)
- E. [WSU Policy 13.05 / Tuition and Fees PaymTw 3.84 0 Td.9S 0 Td.9S T T but ofIF \(](#)



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#### VII. CASH OR CHECK PAYMENTS

- A. A credit balance resulting from a course change that exceeds the total charges on that account will be refunded to the account holder. If a credit balance on a university account is the result of an overpayment by check, the refund will be processed after sufficient time has elapsed to allow for the original check to clear the bank.

#### VIII. PAYMENT CARD PAYMENTS

- A. A credit balance resulting from a direct payment on an account that exceeds the total charges on that account will be refunded directly to the payment card number that was used in payment.

#### IX. UNCLAIMED PROPERTY

- A. The Office of Financial Operations & Business Technology is required to review uncashed checks on a periodic basis to comply with state unclaimed property laws and U.S. Department of Education (DOE) regulations concerning Federal funds. It has oversight responsibility for ensuring that due diligence efforts are performed to reunite unclaimed property with its owner. To comply with K.S.A. 58-3950,



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