



## KENTUCKY STATE UNIVERSITY

### Policies and Regulations

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#### **POLICY TITLE:**

Kentucky State University Online Student Balance Forgiveness Policy

#### **APPLIES TO:**

Kentucky State University Online Students Enrolled in Online Courses

#### **ADMINISTRATIVE AUTHORITY:**

Office of the Provost/Vice President for Academic Affairs

Office of Online Education

Bursar's Office

Registrar's Office

#### **APPROVED BY:**

The President

Academic Affairs

The Office of Online Education

The Kentucky State University Board of Regents

#### **EFFECTIVE DATE:**

12/20/2025

#### **NEXT REVIEW DATE:**

5/1/2026

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#### **POLICY STATEMENT:**

This policy establishes guidelines for the forgiveness of outstanding student account balances that are more than ten (10) years old, as an incentive to encourage former students to return and complete coursework with KYSU Online.

Kentucky State University recognizes that prior outstanding balances may create financial barriers for students wishing to re-enroll and complete their educational goals. To promote academic completion and equitable access, KSU will forgive eligible student balances in accordance with the criteria outlined below.

#### **DEFINITIONS:**

- **Outstanding Balance:** Any unpaid amount on a student's account resulting from prior enrollment, including tuition, fees, and university-billed costs.
- **Forgiveness:** The act of formally waiving the university's claim to collect specified outstanding balances, with no requirement for repayment or refund.
- **Re-enrollment:** The process by which a former student, previously unenrolled for at least five years, returns to register for coursework.
- **Qualifying Semester:** The first full semester completed after re-enrollment, meeting minimum credit hour and GPA standards.
- **Good Academic Standing:** The student's status when meeting minimum university GPA requirements (typically 2.0 or higher) and not under disciplinary sanctions.
- **Disciplinary Standing:** The student's conduct status, confirming absence of unresolved disciplinary actions.
- **Verified Balance:** An outstanding amount that is confirmed by the Online Bursar as incurred more than ten years prior to re-enrollment.
- **Institutional Debt Forgiveness:** Any other university-offered program that waives prior student balances.
- **Third-Party Debts:** Obligations owed by the student to entities outside the university, such as federal loans.
- **Online Bursar:** The university official responsible for administering online student account reviews and forgiveness approvals.

## PROCESS:

### Eligibility Criteria

- The student must have a prior outstanding balance incurred at least ten (10) years before the date of re-enrollment.
- The student must not have been enrolled in any courses at KSU within the past five (5) years.
- The student must successfully complete a full semester (as defined by enrollment in at least six credit hours for undergraduates or three for graduate-level students) with a minimum term GPA of 2.0.
- The student must be in good academic and disciplinary standing at the end of the semester.

### Forgiveness Process

- Upon successful completion of the qualifying semester, the Online Bursar will review the student's account for eligibility.
- Verified balances from prior enrollment periods older than ten (10) years will be forgiven in full.
- Any balances incurred during or after the re-enrollment semester are not subject to forgiveness under this policy.
- Forgiven balances will not generate refunds or cash equivalents.

### Limitations

- This forgiveness is a one-time benefit per student.
- Students receiving other institutional debt forgiveness or scholarship programs covering prior balances are not eligible for this policy concurrently.
- This policy does **not affect federal loan obligations or third-party debts.**

**Administration and Oversight**

The Online Bursar's Office, in coordination with the Online Registrar and Online Financial Aid Office, will administer this policy and maintain records of all balance forgiveness approvals for audit and compliance purposes. Exceptions or appeals must be approved by the provost.

**REFERENCES AND RELATED MATERIALS:****CONTACTS:**

Office of Online Education

**HISTORY:**

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