



KENTUCKY STATE UNIVERSITY

Policies and Regulations

POLICY TITLE:

Kentucky State University Online Student Financial Aid Packaging Policy

APPLIES TO:

Kentucky State University Online Students Enrolled in Online Courses

ADMINISTRATIVE AUTHORITY:

Office of Financial Aid
Office of the Provost/Vice President for Academic Affairs
Office of Online Education

APPROVED BY:

The President
Academic Affairs
The Office of Online Education
The Kentucky State University Board of Regents

EFFECTIVE DATE:

12/30/2025

NEXT REVIEW DATE:

5/1/2026

POLICY STATEMENT:

This policy establishes the financial aid packaging requirements for KYSU Online/Global Students enrolled in online programs at Kentucky State University. It ensures compliance with federal regulations and provides clarity on aid eligibility across multiple academic terms. This policy applies to all KYSU Online/Global Students admitted to online programs offered by Kentucky State University who seek financial aid through federal, state, or institutional sources.

KYSU Online/Global Students will be packaged for three consecutive academic terms (e.g., Fall, Spring, and Summer) as part of their initial financial aid award upon acceptance. This approach reflects the continuous enrollment model of online programs and ensures students have access to aid for all terms in which they are expected to enroll.

- Students who wish to attend only Fall and Spring terms must submit a *Loan Change Form* to request repackaging for two terms.
- Failure to submit the *Loan Change Form* will result in aid being awarded for all three terms by default.
- Students who later decide to add or drop a term must follow the university's established procedures for enrollment changes and financial aid adjustments.

DEFINITIONS:

KYSU Online/Global Student: A student enrolled in an online program offered by Kentucky State University, eligible for multiple entry points throughout the academic year.

Loan Change Form: A university form used to request adjustments to financial aid packaging based on enrollment changes

PROCESS:

1. **Initial Packaging:** Upon acceptance, Global Students will receive a financial aid award that includes Fall, Spring, and Summer terms, **in compliance with Federal Student Aid Regulations and guidelines for the applicable FAFSA Aid Year**. Aid amounts will be calculated based on anticipated enrollment and cost of attendance for all three terms.
2. **Requesting Two-Term Packaging:** Students who plan to attend only Fall and Spring must complete and submit the Loan Change Form to the Office of Financial Aid before the start of the initial term. The form will authorize the university to repackage aid for two terms only.
3. **Adding or Dropping Terms:** Students who change their enrollment plans after initial packaging must notify the Office of Financial Aid immediately. Adjustments will be made in accordance with federal regulations and institutional policies.
4. **Compliance and Monitoring:** The Office of Financial Aid will monitor enrollment each term to ensure aid eligibility and compliance with federal requirements.

REFERENCES AND RELATED MATERIALS:

CONTACTS:

Office of Financial Aid
Office of Online Education

HISTORY:
