



POLICY TITLE:

Student Financial Responsibility and Collections

APPLIES TO:

Students

ADMINISTRATIVE AUTHORITY:

**Division of Finance & Administration
Chief Financial Officer (CFO)**

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

POLICY STATEMENT:

Students are responsible for settling all tuition, fees, and other charges incurred at Kentucky State University (KSU) on or before any specified deadlines. This policy establishes the framework for addressing unresolved student account balances. While many students receive financial assistance from external sources, the ultimate financial liability for all charges rests with the student.

DEFINITIONS:**Past-Due Balance**

An account balance that has not been paid within thirty (30) days of a payment's due date.

Financial Hold

An administrative restriction placed on a student's account that prevents further registration and the release of official transcripts until the account is settled.

PROCESS:

Student Financial Responsibility

- Students are obligated to pay their account balances in full by the designated semester due dates.
- At the start of each semester, students will be required to sign and initial a "Statement of Student Financial Responsibility," acknowledging this obligation.

Collection of Past-Due Accounts

- KSU will take systematic action to collect all past-due student account balances.
- Accounts that remain past-due may be referred to a third-party collections agency and/or attorneys.
- In the event an account is referred for external collection, the student will be responsible for reimbursing KSU for all associated fees and costs. Such fees may be based on a percentage of the delinquent balance, up to a maximum of forty percent (40%), or the maximum permitted by law.
- KSU or its associated vendors may report information regarding unpaid obligations to credit bureaus.

Implementation

The specific procedures, timelines, consequences, and appeals process for managing past-due accounts are detailed in the Student Account Collections Regulation.

REFERENCES AND RELATED MATERIALS:

- KSU Student Account Collections Regulation

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	CFO/Vice President of Fin. & Admin.	(502) 597-6429	Melissa.Hicks@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	November 2023	Danyel Tolbert, Wendy Dixie, and Zach Atwell
Substantive Revisions (Separated Policy into a Policy and Implementing Regulation)	June 2025	Zach Atwell