



# Financial Information

270-809-4227 or 800-272-4678 ext. 5  
msu.bursar@murraystate.edu

## POLICIES AND PROCEDURES

American Veterans Waivers	
Financial Assistance	21-23
Satisfactory Academic Progress	
Student Employment	
Undergraduate Scholarships	
Graduate Assistantships	
Residency Reclassification	24
Residency Fee Policy	24
Veterans Affairs	28-29
Military Federal Tuition Assistance	
Military and VA Related Absences	

## Costs

A student who is classified as a graduate or doctoral student will be assessed graduate or doctoral fees for all courses, regardless of course level. All fees, including applicable room and board, must be paid by noon on the due date shown on the semester billing statement (see [Financial Aid and Billing Information](#) for more information).

**Withdrawal.** A student who completes official withdrawal via their myGate account or is dismissed will receive a refund of tuition, fees, room and board in accordance with the official *Schedule of Fees*. Students residing in Murray State University residence halls will receive refunds only in the event of withdrawal from school, dismissal or marriage.

**Federal Return of Title IV Funds Policy.** This policy applies to all students receiving federal loans or grants. For complete information concerning this policy refer to the University Bursar's Office web page under Pro-Ration of Charges.

**Dropping Classes.** A student who drops through *myGate* may receive a refund of tuition and/or course fee if the student (1) drops below full-time, (2) is part-time and drops a class(es), or (3) is full-time and drops a class with refundable credit for 1

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- Federal Subsidized Direct Loan
- Federal Unsubsidized Direct Loan
- Federal Supplemental Educational Opportunity Grant
- Federal Work-Study (part-time employment)
- Kentucky Educational Excellence Scholarship (KEES)
- KHEAA Scholarships
- Nursing Student Loan
- Scholarship
- TEACH Grant
- University Student Employment (part-time employment)

A student should begin by completing the **Free Application for Federal Student Aid (FAFSA)** at [fafsa.gov](http://fafsa.gov). Application forms and information concerning loans, grants, student employment, and scholarships may be obtained from the Financial Aid Office, 500 Sparks Hall or from [www.murraystate.edu/students/undergraduate/payingforcollege/fas/financialaid/financialaidforms](http://www.murraystate.edu/students/undergraduate/payingforcollege/fas/financialaid/financialaidforms).

### Financial Aid Satisfactory Academic Progress (SAP)

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ment explaining what has changed to enable you to perform better going forward.

-Additional documentation if there is a change in medication for recurring illness which addresses your ability to improve performance.

**Severe Personal or Family Problems**

- Death of immediate family member (parent/guardian, sibling, child, spouse)
- Divorce
- Accident
- Incarceration

**Documentation Needed**

-Death certificate or copy of obituary and documentation reflecting family connection.

-Divorce decree or letter confirming separation from an objective third party (representative of the court, pastor, counselor, social worker, etc.).

-Copy of police report.

-If accident resulting in injury, official documentation from medical provider reflecting confirmed diagnosis and dates of illness or injury.

-Court documentation reflecting period of incarceration for self or immediate family member and documentation reflecting family connection.

-If court documentation is unavailable, must provide other documentation substantiating arrest and/or period of incarceration.

**Academically Related**

- Seeking additional degree
  - Change
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at Murray State. Full-time status for all graduate students is enrollment in a minimum of nine semester hours. To maximize academic success, graduate assistants may not carry a course load exceeding 13 hours. No overload requests will be approved for graduate assistants. Graduate students in their final semester of coursework may petition (in writing) the University Graduate Coordinator to qualify for an assistantship while enrolled in fewer than six graduate hours. During the summer, students on an assistantship must be enrolled for a minimum of three hours of coursework.

Non-resident graduate students awarded an assistantship may be charged the equivalent of in-state tuition during the semesters in which they are actively employed. In-state tuition equivalencies do not modify residency status. A student who has, or will have an approved graduate assistantship may request an in-state equivalency for one summer during his/her graduate career. Normally, assistantships are awarded to an individual student for a maximum of four semesters (excluding summers). Students may petition on the associate provost for graduate education and research for up to two additional semesters. Stipends for assistantships may vary between departments.

Graduate assistants are expected to familiarize themselves with university policies and to fulfill their professional responsibilities to the university. An applicant for a graduate assistantship must be admitted to a graduate program as a degree-seeking student and enrolled in graduate courses during the semester of employment.

Applications for assistantships should be filed with the chair of the department of the student's major field of interest. Contact the academic department for information regarding deadlines and the application process.

### Residency Reclassification

A student who wishes to request a review of residency classification should review the policy on Residency for Tuition Purposes found at <http://www.murraystate.edu/residency>. The affidavit should be completed, signed, and notarized. All supporting statements and documents must be attached. Insufficient information may delay the request indefinitely. The student should then present the affidavit to the Office of the Registrar, first floor, Sparks Hall, no later than 30 calendar days after the first day of classes of the semester for which the appeal is being made. Students applying during or after registration must pay fees as originally assessed.

The registrar will act upon the request within 14 calendar days. Questions concerning eligibility or the status of a request should be directed to the Registrar at (270) 809-3759 or emailed to [msu.registrar@murraystate.edu](mailto:msu.registrar@murraystate.edu). A student whose request was denied by the Registrar will have 14 calendar days from the receipt of the denial letter, as determined by the postal notification of receipt of certified mail, to formally appeal the decision. Appeals should be addressed to the Bursar's Office, 200 Sparks Hall, Murray KY 42071-3312. The appeal should include a letter and any additional supportive documentation. Students whose requests were approved by the registrar or by the residency review committee will be reported to the bursar so that fee adjustments or refunds can be processed accordingly.

A copy of the complete operational policy on classification of residency for fee assessment purposes is available at <http://www.murraystate.edu/residency> or in the Office of the Registrar, first floor of Sparks Hall.

### Residency Fee Policy

As a part of the state-supported system of higher education in Kentucky, Murray State University is governed by the following statewide policy (approved January 14, 1991). For additional information and a copy of the affidavit for a review of residency status, write Office of the Registrar, Murray State University, 113 Sparks Hall, Murray KY 42071-3312, call 270-809-5630 or visit [www.murraystate.edu/registrar](http://www.murraystate.edu/registrar).

### 13KAR 2.045. Determination of residency status for admission and tuition assessment purposes

RELATESTO: KRS 13B, 164.020, 164.030, 164A.330(6) 38U.S.C 3301-3325 (As amended at ARRS, June 9, 2015) STATUTORY AUTHORITY: KRS 164.020(8) NECESSITY, FUNCTION, AND CONFORMITY: KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state-supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

**Section 1. Definitions.** (1) "Academic term" means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single consolidated summer term as defined by the institution.

(2) "Continuous enrollment" means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student's control, such as serious personal illness or injury, or illness or death of a parent.

(3) "Degree level" means en J s A s I



the following information shall be considered as well as other relevant information available when the determination is made:

(a) 1. Whether the person has been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or

2. Whether the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and

(b) Whether the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.

(3) An individual who enrolls at an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted.

(4) Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.

(5) Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.

(6) Financial assistance from or a loan made by a parent or family member other than an independent spouse, if used for sustenance of the student:

(a) Shall not be considered in establishing a student as independent; and

(b) Shall be a factor in establishing that a student is dependent.

**Section 6. Effect of a Determination of Dependent Status on a Determination of Residency Status.** (1) The effect of a determination that a person is dependent shall be:

(a) The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person; and

(b) The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to federal or Kentucky income tax provisions.

(2) If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky but subsequently move from the state: (a) The dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled; and

(b) The dependent person's residency status shall be reassumed if terminated.

#### **Section 7. Member of Family**

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**Section 7. Member of Family** (1) A member of the family of a dependent person shall be considered a dependent person if the member is a resident of Kentucky and is a dependent person as defined in this section.

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residency status:

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( If returns to state within six (6) months

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(30) days after which





by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.

(2) If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer shall:

(a) Be a person not involved in determinations of residency at an institution except for formal hearings; and

(b) Not be an employee in the same organizational unit as the residency appeals officer.

(3) An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:

(a) A hearing officer to make a recommendation on a residency appeal;

(b) Guarantees of due process to a student that include:

1. The right of a student to be represented by legal counsel; and

2. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency; and

(c) A recommendation to be issued by the hearing officer.

(4) An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

**Sect on 15. Cost of Formal Hearings.** (1) An institution shall pay the cost for all residency determinations including the cost of a formal hearing.

(2) A student shall pay for the cost of all legal representation in support of the student's claim of residency.

(17 Ky.R. 2557; ef. 4-5-1991; Am. 22 Ky.R. 1656; 1988; ef. 5-16-1996; 23 Ky.R. 3380; 3797; 4099; ef. 6-16-1997; 24 Ky.R. 2136; 2705; 25 Ky.R. 51; ef. 7-13-1998; 25 Ky.R. 2177; 2577; 2827; ef. 6-7-1999; 749; 1238; ef. 11-12-2002; 36 Ky.R. 1083; 1951; 2033-M; ef. 4-2-2010; TAm ef. 11-20-2014; 41 Ky.R. 2108; 42 Ky.R. 9; ef. 7-13-2015; TAm 7-13-2015).

For additional information, write or call the Office of the Registrar, Murray State University, 113 Sparks Hall, Murray KY 42071-3312; 270-809-5630.

## Veterans Affairs

The mission of Murray State's Office of Veterans Affairs is to assist the student veteran with the successful transition from military to university campus life. The Office of Veterans Affairs and the School Certifying Official (SCO) are located at 107 Sparks Hall. To contact the SCO, please call 270-809-3754 or email [msu.va@murraystate.edu](mailto:msu.va@murraystate.edu). VA education benefit-eligible candidates should contact the SCO immediately concerning general procedures and documents required to complete enrollment certification with the VA regional office. This will help ensure prompt payment of education benefits.

The primary means of communication between the Office of Veterans Affairs and students receiving VA education benefits is via MSU Racemail.

For more information pertaining to requirements and eligibility of various VA education benefits and chapters of benefits can be found on the U.S. Department of Veterans Affairs GI Bill® website at <http://www.benefits.va.gov/gibill/>. The U.S. Department of Veterans Affairs and/or the U.S. Department of Defense determine all eligibility for Veteran education benefits.

A Veteran Student Organization is available to all service members and veterans, as well as a Veterans Lounge located in Room 300 of Alexander Hall. Contact the Office of Veterans Affairs for more information.

## Military Federal Tuition Assistance

### Post 9/11, (Chap. 33) Yellow Ribbon Program

Murray State University participates in the U. S. Department of Veterans Affairs Post 9/11, Chap. 33 Yellow Ribbon Program.

If tuition and fee charges exceed the in-state tuition and fee amounts payable under the Post-9/11 GI Bill while the student is enrolled at Murray State University, additional funds may be available through the Yellow Ribbon Program. Institutions of higher learning that enter into a Yellow Ribbon Program Agreement with VA will choose the amount of funds they will contribute toward tuition and fees. VA will match that amount and issue payment directly to the institution on the student's behalf.

Only veterans, or their designated transferees, entitled to the maximum benefit rate may receive this funding. Active duty service members and their spouses are not eligible for this program. However, some child transferees of active duty service members may be eligible if the service member is qualified at the 100% rate. Therefore the student may be eligible if:

- Student will receive tuition

The method by which the student will apply will be determined by the branch of service. For more information and to apply, please contact the respective unit's education officer. **NOTE:** Service members cannot use Federal TA and VA Education benefits of MGIB Chapter 30 and/or MGIB-SR Chapter 1606/1607 simultaneously for the same course during the same semester as D.O.D. and U.S. Department of Veterans Affairs considers this a duplication of benefits.

#### **Kentucky Department of Veterans Affairs Tuition Waiver**

Tuition may be waived at any state-supported institution of higher education in Kentucky for those children, spouses and widow(er)s of Kentucky residents who, while serving in the armed forces or the Kentucky National Guard, were killed on active duty, who have died as a result of a service-connected disability, who are permanently and totally disabled, who were prisoners-of-war, or who have been declared missing-in-action. Dependents of living qualifying veterans must be between the ages of 17 and 26. Tuition fees are waived for up to 45 months, or until age 26, whichever comes first. Neither the age restriction nor the 45 month limitation applies to dependents of deceased veterans. For more information and to apply for this benefit, please visit the Kentucky Department of Veterans Affairs at: <http://veterans.ky.gov/Benefits/Pages/education.aspx>.

For current information and/or changes to federal, state, and public law affecting veteran's education benefits, please refer to our website at <http://www.murraystate.edu/students/veterans/veteransaffairs.aspx>, as well as the U.S. Department of Veterans Affairs at <http://www.benefits.va.gov/gibill/>.

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