



**KENTUCKY STATE
UNIVERSITY**

COVID-19 HOUSING REFUND REQUEST

For students who plan to vacate Kentucky State University residence halls (removal of all property from your room), please complete this form. If you do not plan to vacate your residence hall, there is no need to complete this document.

If you are a returning student and plan to vacate your residence hall, you will receive a credit on your housing account next semester.

Graduating seniors will be issued a prorated housing refund from the Office of the Bursar two to three weeks after graduation. If you are a returning senior, you will receive a credit on your housing account next semester.

First Name

Middle Name

Last Name

Date of Birth _____ Kentucky State University ID Number _____

Residence Hall _____ Room Number _____

Cell Phone Number _____

Kentucky State University Email Address _____

Month and date you vacated _____

FOR KENTUCKY STATE UNIVERSITY USE ONLY:

Date Received _____ Bursar Verification _____

Comments (*refund or credit issued*) _____

Send completed forms to COVID19@kysu.edu.