

# Pennsylvania College of Technology

## Policy Statement

**Title:** Deceased Student

**Number:** P 4.05

**Approved by:** Presidential Action

**Approved Date:** 7/1988

**Implementation Date:**

**Last Review Date:** 04/2026

**Last Revision Date:**04/2026

### Persons/Departments Affected:

Current students, parents, and departments College-wide

### Responsible Department:

Enrollment & Student Success

### Definitions:

### Policy:

- I. Notification and official documentation of the death is submitted to the Registrar's Office.
- II. Upon receiving notification and/or official documentation of the death of a currently enrolled student, the tuition paid by the student will be refunded in full. Other expenses, including but not limited to, on-campus housing, meal plans, and parking permits, will be refunded on a prorated schedule based on the date of death. Refunds will be made to:
  - A. third parties (Office of Vocational Rehabilitation, grants, scholarships, banks – guaranteed student loans, employee) sponsoring a portion of the student's tuition and fees (based on legal liability to third party)
  - or
  - B. legal estate of student, surviving spouse, or parents.

### Revision History:

Date: 4/2026 Changed Responsible Department from Student Affairs to Enrollment & Student Success

Date: 8/2023 Removed Fitness Center as source of refund; updated OVR name; added "notification" to I and II to reflect need for timely action prior to the availability of official documentation.

Date: 8/2011 New format and significant language changes eliminating variations in refund based on enrollment cut-off dates.

Date: 9/2003

### Cross References:

Deceased Student Procedure, [PR 4.05](#)