



# KIIS Promissory Note

For Students Paying with Financial Aid/Scholarships

Student's Name: \_\_\_\_\_ KIIS Program: \_\_\_\_\_  
 Home College/University: \_\_\_\_\_ College/Univ. ID: \_\_\_\_\_

**INSTRUCTIONS TO STUDENT:** This form must be completed if you are receiving any type of financial aid or scholarships to pay for your KIIS program. This form is not required for Ball State, Berea, and WKU students.

Submit this form by:

<b>Summer</b>	<b>Winter</b>	<b>Spring</b>
April 15	November 15	December 1

**All students must make the first KIIS program payment (\$2000) regardless of financial aid or scholarships.**

Note: If your award/aid will be disbursed directly to you, you must pay your full balance prior to KIIS program departure whether your award/aid has been disbursed or not.

In signing this promissory note, I, \_\_\_\_\_, understand that I am responsible for paying KIIS any funds released to me, including those intended to be disbursed to KIIS from my home institution. If I withdraw from the KIIS program after the [first payment deadline](#), or if for any reason my financial aid is reduced, cancelled, not available, et cetera, I am still responsible for all applicable [KIIS program costs](#) and charges posted to my KIIS account. I understand that I must accept all awards, loans, et cetera before I can request my KIIS Promissory Note Award Letter.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**INSTRUCTIONS TO FINANCIAL AID OFFICER:** Please provide an award letter to the student that includes the required information below. A sample award letter is included in this document and should be provided to you by the student. If a Financial Aid Budget, Concurrent Enrollment form, or invoice is needed to process financial aid, please contact KIIS.

**KIIS Promissory Note Award Letter Required Information:**

- Student Name
- College/University
- KIIS Program and Term
- Total accepted award/aid amount OR itemized accepted award/aid type(s) and corresponding total(s)
- Expected disbursement date(s) for each award/aid listed
- Disbursement recipient (student or KIIS)
- Financial Aid Officer Name, Email, and Phone

Please Note: We will only accept Promissory Note Award Letters for award/aid that has already been awarded to and/or accepted by the student. Anticipated/offered amounts will not be considered final and an additional letter would be required.

**RETURN TO KIIS BY FAX OR EMAIL ONLY. YOU MUST INCLUDE THIS SIGNED FORM AND LETTER.**

**Fax: (270) 745-4413**

**Email: [kiis@wku.edu](mailto:kiis@wku.edu)**



Office of Student Financial Assistance  
 Northern Kentucky University  
 Administrative Center, Room 416  
 Highland Heights, KY 41099-7101  
 Tel: (859) 572-5143  
 Fax: (859) 572-6997  
 Website: financialaid.nku.edu  
 E-mail: ofa@nku.edu

**REQUEST FOR ADDITIONAL INFORMATION**

[Student Name]  
 [Address]  
 [City, State xxxxx]

DATE
3/25/2018

AWARD PERIOD
Academic Yr, 2017-18

Student Number: xxxxxxxxx

Dear [Student Name]:

You have accepted financial aid in the amount of \$2000 for Summer 2018. The expected refund date for this aid is June 1, 2018. The financial aid will be disbursed to your direct deposit account if you have one set up with the university, or will be mailed out to you in a check on the Friday after the date listed above. You are in turn responsible for paying any KIIS Study Abroad charges.

If you have any questions, please feel free to email the Office of Student Financial Assistance at ofa@nku.edu or call (859) 572-5143.

Sincerely,  
 Office of Student Financial Assistance

[Financial Aid Officer Name]  
 [Financial Aid Officer Email]  
 [Financial Aid Officer Phone]