

Kansas State Board of Healing Arts	
Policy Title: Refund of Licensing Fees	Policy Number: #06-01
Author: Licensing Administrator	Effective Date: June 11, 2021
Date Authored: Feb. 10, 2006	Last Modified: May 10, 2021
Responsible for Updates: Licensing Administrator	Pending Executive Director Approval: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

PURPOSE:

The purpose of this policy is to establish guidelines regarding refund of licensing fees. This policy is intended to be a guidance document pursuant to K.S.A. 77-438.

AUTHORITY:

K.S.A. 77-438

POLICY:

No refunds will be given for any application fees, renewal fees, request for status change, duplicate wall certificate, or verification of license. However, if there are extenuating circumstances the Licensing Administrator and/or Deputy Licensing Administrator will consider this matter.

PROCEDURE:

Licensing staff will reference the refund policy. If there are extenuating circumstances the Licensing Administrator and/or Deputy Licensing Administrator will review the request. If a refund is granted, Licensing staff will refund fees in the agency database and complete the Request for Refund Form. The form will be uploaded into the agency database and sent to the accounting department for processing.

Approved by the Kansas State Board of Healing Arts this 11th day of June, 2021.

KANSAS STATE BOARD OF HEALING ARTS



Tucker Poling, Executive Director