

5.4.3 Kentucky Community and Technical College System Refund Policy

All credit tuition is refundable based on the length of an academic session. Student charges will vary by service type and may or may not be non-refundable depending on the charge type and whether the charge is for credit, noncredit, online, or customized course. An academic session is defined as an enrollment/class scheduling period within an academic term. An academic term is defined as an administrative time period containing one or more sessions.

Non-credit tuition and charges vary by course development, logistics, and level of client required customization. Refund conditions for non-credit tuition and charges are published at the time of course registration.

In order for a student to receive a refund, a student must officially withdraw within the refund period specified within this policy. Academic status and eligibility for student financial aid may be affected if the student reduces his/her course load below 12 credit hours for full-time or 6 credit hours for part-time status.

To assure recovery of federal financial aid funds, the Kentucky Community and Technical College System adopted the Federal Return of Title IV Funds policy as described in section 668.22 of the Higher Education Amendments of 1998.

KCTCS colleges offer institutionally developed special examinations to demonstrate mastery of course content and receive credit toward program requirements. Special examinations are course specific and charges are separate from regular tuition charges. Special examination charges are payable at the time the examination is scheduled.

Students who are enrolled in courses from which they elect to take a special examination in lieu of completing the course must officially withdraw from the course. The withdrawal date determines the status of the student's assessment, refund, and grade for the enrollment period. All special examination credit is awarded using the test credit process without a grade awarded on the current term grade report.

The college president/Chief Executive Officer (CEO) is authorized to approve and implement limited exceptions to this refund policy. All exceptions granted must be documented in writing and documentation retained for audit purposes. CEO exceptions shall not relieve the student of the responsibility to provide official notification of withdrawal to the college as an eligibility requirement to receive a refund. All exceptions to the refund policy must ensure compliance with relevant regulations promulgated by authorized agencies of the federal, state and local government.

The KCTCS Chancellor may approve non-refundable tuition and/or charges for specific programs with enrollment limitations.

16-Week Session

A student who officially withdraws from a 16-week session credit course shall be entitled to a 100 percent refund of tuition paid, or cancellation of the amount of tuition owed for the session if the withdrawal is within the first seven (7) calendar days of the session. The first seven (7) calendar days of the session includes all Saturdays and Sundays, but excludes KCTCS recognized holidays. Charges for services are non-refundable unless specifically stated as refundable.

A student who officially withdraws from a 16-week session credit course from the 8th through the 29th calendar days shall be entitled to a 50 percent refund of tuition paid, or 50 percent cancellation of the amount of tuition owed for the session.

No refund shall be granted to a student who officially withdraws from a 16-week session credit course after the 29th calendar day of the session.

8-Week Session

A student who officially withdraws from an 8-week session credit course shall be entitled to a 100 percent refund of tuition paid, or cancellation of the amount of tuition owed for the session if the withdrawal is within the first four (4) calendar days of the session. The first four (4) calendar days of the session include all Saturdays and Sundays, but exclude KCTCS recognized holidays. Charges for services are non-refundable unless specifically stated as refundable.

A student who officially withdraws from an 8-week session credit course from the 5th through the 15th calendar days shall be entitled to a 50 percent refund of tuition paid, or 50 percent cancellation of the amount of tuition owed for the session.

No refund shall be granted to a student who officially withdraws from an 8-week session credit course after the 15th calendar day of the session.

6-Week Session

A student who officially withdraws from a 6-week session credit course shall be entitled to a 100 percent refund of tuition paid, or cancellation of the amount of tuition owed for the session if the withdrawal is within the first three (3) calendar days of the session. The first three (3) calendar days of the session include all Saturdays and Sundays, but exclude KCTCS recognized holidays. Charges for services are non-refundable unless specifically stated as refundable.

A student who officially withdraws from a 6-week session credit course from the 4th through the 11th calendar days shall be entitled to a 50 percent refund of tuition paid, or 50 percent cancellation of the amount of tuition owed for the session.

No refund shall be granted to a student who officially withdraws from a 6-week session credit course after the 11th calendar day of the session.

4-Week Session

A student who officially withdraws from a 4-week session credit course shall be entitled to a 100 percent refund of tuition paid, or cancellation of the amount of tuition owed for the session if the withdrawal is on or before the first (1) calendar day of the session. A student who officially withdraws from a 4-week session credit course from the 2nd calendar day through the 7th calendar day a student shall be entitled to a 50 percent refund of tuition paid, or 50 percent cancellation of the amount of tuition owed for the session. Charges for services are non-refundable unless specifically stated as refundable.

No refund shall be granted to a student who officially withdraws from a 4-week session credit course after the 7th calendar day of the session.

KCTCS Online Learn by Term Courses*

Refunds for KCTCS *Online Learn by Term* course sessions are prorated according to the length of the session in proportion to the traditional 16-week session. Charges for services for *KCTCS Online Learn by Term* courses are non-refundable unless specifically stated as refundable.

In abbreviated table format, KCTCS' refund policy for credit tuition for *KCTCS Online Learn by Term* courses is as follows:

Timeframe for Refunds*

| <u>Session</u> | <u>100%</u> | <u>50%</u> | <u>No Refund</u> |
|-----------------------|--|--|----------------------------|
| 16-week | Within 7 th day | 8 th -29 th days | After 29 th day |
| 8-week | Within 4 th day | 5 th -15 th days | After 15 th day |
| 6-week | Within 3 rd day | 4 th -11 th days | After 11 th day |
| 4-week | Within 1 st day | 2 nd -7 th days | After 7 th day |
| Irregular | Prorated according to the length of session in proportion to the traditional 16-week session | | |

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

KCTCS Online Learn on Demand

KCTCS Online Learn on Demand courses tuition and charges are assessed at the time of registration and based upon a per credit hour rate approved for all KCTCS colleges regardless of whether the courses are taken during the day, evening, night and/or on weekends and regardless of whether the courses are taken for credit or audit purposes. Fractional credit hour tuition and charges are assessed for fractional credit offerings (e.g., a student taking ¼ credit hour course would be assessed ¼ rate of student with same residency taking a 1 credit hour course). Charges for services are non-refundable unless specifically stated as refundable.

KCTCS ADMINISTRATIVE POLICIES AND PROCEDURES

In abbreviated table format, KCTCS’ refund policy for credit tuition for *KCTCS Online Learn on Demand* courses is as follows:

Timeframe for Refunds*

| <u>Session</u> | <u>100%</u> | <u>50%</u> | <u>No Refund</u> |
|----------------|----------------------------|--|----------------------------|
| 16week | Within 7 th day | 8 th -29 th days | After 29 th day |
| 15week | Within 7 th day | 8 th -27 th days | After 28 th day |
| 14week | Within 6 th day | 7 th -25 th days | After 25 th day |
| 13week | Within 6 th day | 7 th -24 th days | After 24 th day |
| 12week | Within 5 th day | 6 th -22 nd days | After 22 nd day |
| 11week | Within 5 th day | 6 th -20 th days | After 20 th day |
| 10week | Within 4 th day | 5 th -18 th days | After 18 th day |
| 9week | Within 4 th day | 5 th -16 th days | After 16 th day |
| 8week | Within 4 th day | 5 th -15 th days | After 15 th day |
| 7week | Within 3 rd day | 4 th -13 th days | After 13 th day |
| 6week | Within 2 nd day | 3 rd -10 th days | After 10 th day |
| 5week | Within 2 nd day | 3 rd -9 th days | After 9 th day |
| 4week | Within 1 st day | 4 th -7 th days | After 7 th day |
| 3week | Within 1 st day | 2 nd -5 th days | After 5 th day |
| 2week | Within 1 st day | 2 nd -4 th days | After 4 th day |
| 1week | Within 1 st day | 2 nd -2 nd days | After 2 nd day |

*Calendar days of the session, including all Saturdays and Sundays, but excluding KCTCS recognized holidays.

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|--------------------------------------|---|---|
| 4-30-99 | 5-2-01; 11-19-03; 3-22-05; 12-1-08; 9-14-10; 6-28-11; 7-1-11; 6-5-14 | 5-2-01; 11-19-03; 3-22-05; 12-1-08; 9-14-10; 6-28-11; 7-1-11; 6-5-14 |
| Date Approved by President, KCTCS | Date(s) of Last Review | Date(s) of Last Revision <i>(Include all dates in chronological order)</i> |
| (SIGNED) | 6-5-14 | (SIGNED) |
| Recommended by | Date | President, KCTCS |
| | | 6-5-14 |
| | | Date |