

KENTUCKY COMMUNITY AND TECHNICAL COLLEGE SYSTEM  
BUSINESS PROCEDURES MANUAL

Procedure 7.7  
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Effective Date: July 1, 2010

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Applies To: Colleges

Procedure Responsibility: Office of Budget and Financial Planning

## **Refunds for Tuition and Fees and Charges for Services**

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### **Section 7.7.1 – General**

Refunds – Refunds for tuition and fees are per KCTCS' Administrative Policies and Procedures 5.4.3. Therefore, refundable tuition and activities are defined based on academic terms. An academic term is defined as an administrative time period within which sessions are defined. An academic session is a class scheduling/enrollment time period within an academic term. Refunds for courses, credit or noncredit, are based on the length of a session.

In order to receive a tuition refund a student must officially withdraw within the refund period. Refunds for sessions different from those listed in KCTCS' Administrative Policies & Procedures 5.4.3 are prorated according to the session in proportion to the traditional 16-week session.

KCTCS colleges offer students 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. A \$20 non-refundable per course charge is required for a written assessment exam and a \$40 non-refundable per course charge for a practical assessment exam. Special exam charges are payable in full at the time the exam 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. In such instances, a grade will not be awarded on the current term grade report. Please contact your college's office of student affairs for application requirements.

Not all fees, charges for services or activities, and/or fines are refundable. Please consult with your local college business office for specifics of the KCTCS Approved Schedule of Charges.

To assure recovery of federal financial aid funds the Kentucky Community and Technical College System has adopted the Federal Return of Title IV Funds policy as described in section 668.22 of the Higher Education Amendments of 1998. This includes the requirement of pro rata (proportional) refund to the federal student financial aid program if aid recipients withdraw during the first 60% of the term.

### **Section 7.7.2 – Exceptions**

The KCTCS chancellor's office may approve non-refundable tuition and/or fees for specific credit programs with enrollment limitations. All requests for approval must be in writing and the approval retained for audit purposes.

The college president/chief executive officer (CEO) is authorized to approve and implement limited exceptions to the refund policy. All exceptions granted must be documented and documentation retained for audit purposes. The exception shall not relieve the student of the responsibility to provide official notification of withdrawal 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.

### **Section 7.7.3 – Refundable Fees and Charges**

Refundable fees and charges for services are those specific fees and charges listed in the "one tuition charge" section of the KCTCS Schedule of Approved Charges as approved in the KCTCS annual budget process. Unless listed as refundable, all fees and/or charges for services are nonrefundable. Examples of refundable fees and/or charges include: the single tuition and fees, housing and dining charges, and training and testing, if official withdrawal is followed as specified for refund.

#### **Section 7.7.4 – Regularly Scheduled Services**

Charges for regularly scheduled services (testing, seminars, etc.) shall be listed on the KCTCS Schedule of Approved Charges as approved as a part of the KCTCS annual budget. Payment for approved scheduled charges are due at enrollment and may be refunded upon official withdrawal from the session. Charges of \$15 or less are non-refundable.

#### **Section 7.7.5 – Non-scheduled Activities, Charges, and Fines**

Charges for non-scheduled activities, charges and fines (returned checks, late payment, lost book charges, etc.) are due at the time the activity occurs. Non-scheduled activities, charges and fines are nonrefundable.

#### **Section 7.7.6 – Prearranged Training and Testing with an Enrollment Cap**

All tuition and charges for customized courses are payable upon registration, unless prior arrangements, including third party contracts, have been made with the college. Third party contract billings may include a non-refundable service charge unless contract arrangement prohibit, e.g. the Nurse Aide Program. Payment for approved tuition and charges are due at enrollment and may be refunded upon official withdrawal from the session. For testing, charges may be refunded upon official withdrawal, provided the withdrawal is at least five working days prior to the test date. Enrollment substitutions may be made up with the day of testing.

#### **Section 7.7.7 – 16-Week Session Courses**

A student who officially withdraws from a 16-week session credit course is entitled to a 100 percent refund of tuition and fees paid, or cancellation of amount 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 include all Saturdays and Sundays, but exclude KCTCS recognized holidays.

A student who officially withdraws from a 16-week session credit course from the 8<sup>th</sup> through the 29<sup>th</sup> calendar days is entitled to a 50 percent refund of tuition and refundable fees paid, or 50 percent cancellation of the amount owed for the session.

A refund is not to be granted to a student who officially withdraws from a 16-week session credit course after the 29<sup>th</sup> calendar day of the session.

### **Section 7.7.8 – 8-Week Session Courses**

A student who officially withdraws from an 8-week session credit course is entitled to a 100 percent refund of tuition and fees paid, or cancellation of amount 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.

A student who officially withdraws from an 8-week session credit course from the 5<sup>th</sup> through the 15<sup>th</sup> calendar days is entitled to a 50 percent refund of tuition and refundable fees paid, or 50 percent cancellation of the amount owed for the session.

A refund is not to be granted to a student who officially withdraws from an 8-week session credit course after the 15<sup>th</sup> calendar day of the session.

### **Section 7.7.9 – 6-Week Session Courses**

A student who officially withdraws from a 6-week session credit course is entitled to a 100 percent refund of tuition and fees paid, or cancellation of amount 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.

A student who officially withdraws from a 6-week session credit course from the 4<sup>th</sup> through the 11<sup>th</sup> calendar days is entitled to a 50 percent refund of tuition and refundable fees paid, or 50 percent cancellation of the amount owed for the session.

A refund is not to be granted to a student who officially withdraws from a 6-week session credit course after the 11<sup>th</sup> calendar day of the session.

### **Section 7.7.10 – 4-Week Session Courses**

A student who officially withdraws from a 4-week session credit course is entitled to a 100 percent refund of tuition and fees paid, or cancellation of amount owed for the session if the withdrawal is on or before the first (1st) calendar day of the session. The first (1) calendar day of the session include all Saturdays and Sundays, but exclude KCTCS recognized holidays.

After the 2<sup>nd</sup> calendar day through the 7<sup>th</sup> calendar day a student is entitled to a 50 percent refund of tuition and refundable fees paid, or 50 percent cancellation of the amount owed for the session.

A refund is not to be granted to a student who officially withdraws from a 4-week session credit course after the 7<sup>th</sup> calendar day of the session.

**Section 7.7.11 – KCTCS Online Courses**

KCTCS Online courses including: Virtual Learning Initiative (VLI), KCTCS On-Demand, and other Distance Learning courses' tuition and charges are assessed at the time of registration and based upon a per credit hour rate approved for all KCTCS colleges. To receive a 100 percent tuition refund, a student must officially withdraw prior to the first day of class. No refund will be given once a KCTCS Online course has started. Charges for services are non-refundable unless specifically stated as refundable. Students who drop on the first day of class or thereafter remain liable for the tuition assessed per the guidelines set forth in the Learning Contract of the KCTCS Online course(s) for which they have registered.

**End of Procedure**