

ADMISSIONS

Application & Document Deadlines 2006 - 2007

<u>Term</u>	<u>Priority & Postmark</u>	<u>Late Applications</u>
Fall 2006	August 1, 2006	August 11, 2006
Fall II 2006	October 2, 2006	Oct 13, 2006
Spring 2007	December 1, 2006	Dec 15, 2006
Spring II 2007	February 16, 2007	March 2, 2007
Summer I 2007	April 20, 2007	May 4, 2007
Summer II 2007	May 25, 2007	June 8, 2007
Fall 2007	August 1, 2007	August 10, 2007
Fall II 2007	October 2, 2007	October 12, 2007

Applications and documents sent through the mail should be postmarked at least one week prior to the application deadline. Applicants may obtain an application for admission via our Web address at <http://www.bluegrass.kctcs.edu/sa/admissions> or by contacting the Office of Admission. International students have an earlier application and document deadline for each semester. All Cooper Drive selective health programs have an application deadline of February 15. For selective health programs on Leestown, Danville and Lawrenceburg campuses, the deadline is March 1, 2007.

First-Time Student (Freshman) Admission

Bluegrass Community and Technical College accepts all applicants who are high school graduates or GED recipients who have not attended any other college or university. Freshman applicants must submit the following information: (1) an application for admission; (2) an official high school transcript or official passing GED scores (19 years and older, high school transcripts or GED scores are not required); and (3) Bluegrass encourages all students who are graduating from high school to take the ACT test for several reasons. First, the ACT scores could exempt students from taking Bluegrass' mandatory placement tests. Secondly the scores could be important in the amount of the award for the Commonwealth's KEES scholarship program. The score could also be needed later for admission into certain selective admissions programs at Bluegrass or the University of Kentucky.

First-Time Transfer (Advanced Standing/Transfer) Admission

Applicants who have previously attended an accredited college or university and who have a cumulative grade point average of 2.0 on a 4.0 quality-point scale in all course work attempted will be accepted as advanced standing (transfer) students. Advanced standing (transfer) applicants must be eligible to return to the previous institution without an interruption of one or more regular semesters. Transfer students accepted to Bluegrass Community and Technical College with a grade point average below 2.0 will be admitted on academic probation. Applicants for first time transfer status must submit the following information: (1) an application for admission; and (2) official transcripts of all previous

college work. Students applying for any health program or the Computer and Information Technologies program should follow the admission guidelines on pages 60 - 71. Grades, credits, quality points, and academic status from courses taken at the University of Kentucky or other colleges within the Kentucky Community and Technical College System

(KCTCS) are transferred when the student enrolls at Bluegrass Community and Technical College. Degree credit work completed at fully accredited institutions outside the University of Kentucky System is recognized credit hour for credit hour. Quarter hours are recognized as two-thirds of a semester hour. Grades, quality points, and academic status from courses taken outside the University of Kentucky and the Kentucky Community and Technical College System (KCTCS) are not transferred when the student enrolls at Bluegrass Community and Technical College.

International Student Admission Application & Document Deadline

<u>Term</u>	<u>Absolute Deadline</u>
Fall 2006	May 1, 2006
Spring 2007	October 2, 2006
Summer I 2007	February 16, 2007
Summer II 2007	March 9, 2007
Fall 2007	May 1, 2007

**Please note that International applicants are not eligible to apply for Spring II and/or Fall II terms due to SEVIS reporting regulations.*

In addition to the requirements for general admission, every non-resident alien applicant must submit the following information before the international student deadline: (1) official scores of the Test of English as a Foreign Language (TOEFL) (see note below) or have completed the fifth level of the University of Kentucky English as a Second Language Program, or received grades of A or B in English 101 and 102 (or equivalents) at an accredited American college or a college in another country where English is the native language; (2) a current financial statement in English from the applicant's bank showing that the applicant has the necessary funds for the school year; and (3) an official document in English which verifies the applicant's completion of the secondary level of education.

NOTE: The score from the TOEFL must be at least 500 paper-based or 173 computer-based and the results must not be more than eighteen months old at the time of initial enrollment. The TOEFL code for Bluegrass Community and Technical College is 1474. For information concerning the TOEFL, contact: Educational Testing Service, P.O. Box 6155, Princeton, NJ 08541-6155, U.S.A. or email: toefl@ets.org. The phone number is (609) 771-7100. Soon after your arrival, you must schedule an appointment at the University Health Service to complete a health history, a record of immunizations and a Tuberculin screening. Note: Please be advised that the University of Kentucky has instituted a mandatory health

insurance plan for international students. International students will be charged for the UK Student Health Insurance Plan along with their tuition and fees. The cost for the UK Student Health Insurance Plan is \$645 per year. Students who have already enrolled in a health insurance plan that meets the University of Kentucky requirements may apply for a waiver of participation in the UK Student Health Insurance Plan.

Non-Degree or Visiting Student Admission

Students who are currently enrolled at another institution who wish to attend Bluegrass for one semester are considered visiting students. Visiting students must submit the following information before the appropriate deadline (for each semester in which they wish to enroll): (1) an application for admission; and (2) a letter of good standing from the Registrar of the current institution that reflects the current G.P.A. International visiting students should consult the guidelines for international student admission as additional information is required. Please note that non-degree students are permitted to enroll for a maximum of six credit hours per semester, and are ineligible to receive financial aid or Veteran Educational Benefits. Non-degree applicants must submit the following information before the appropriate deadline: (1) an application for admission. Any student taking a course in either English or math must take the respective placement test or show other evidence of completion of prerequisite college courses. In addition, applicants with previous college work must be eligible to return to the previous institution without an interruption of one or more regular semesters and the student must provide satisfactory evidence of this good standing before admission.

Admission of High School Students

Under certain conditions, students who are currently attending high school may be eligible for admission to Bluegrass Community and Technical College. The maximum number of courses that may be completed by a high school student under this provision is two (2) in any term. The condition of graduation from high school may be waived for a student currently enrolled in high school subject to the following guidelines:

1. The applicant must have completed the junior year of high school with at least a B average.
2. The applicant must submit the following:
 - a) Official high school transcript
 - b) Official ACT or SAT scores
 - c) Written recommendations including certification of eligibility requirements from the high school principal and a guidance counselor.

Upon receipt, the Director of Admissions may tentatively approve this request and forward such request and all supporting documents to the President of Bluegrass Community and Technical College for final approval.

Distance Learning Admission

Online Learning – Applicants who wish to take educational courses online must submit a Bluegrass application for admission as well as a KY Virtual University Application. All distance learning applicants will initially be admitted according to the non-degree admission guidelines unless currently enrolled as a student at BCTC. More information concerning online classes can be found at <http://www.bluegrass.kctcs.edu/ol/> and <http://www.kctcs.edu/distancelearning/>.

Admission to Technical (Career) Programs

Admission to Bluegrass Community and Technical College does not guarantee admission to any technical program leading to an Associate in Applied Science degree. Admission to these degree programs is dependent upon the availability of resources for implementation of quality instruction, and the number of students admitted may be limited by this consideration. There are guidelines for admission to health programs and the CIT program which are used in the selection process. Technical standards, for example, have been developed for some programs. In certain programs, preference in admission may be given to Kentucky residents. Students interested in Associate in Applied Science degree programs should check the guidelines regarding openings in the programs.

Students in Allied Health and Nursing programs may be required to have certain laboratory tests prior to experience in certain clinical facilities.

Each student accepted for admission to a health-related program requiring patient contact must show evidence of professional liability insurance before enrolling in the program. The amount will be determined by Bluegrass Community and Technical College. Certain programs may require that a high school transcript or GED certificate be submitted. Students applying for any health program or the Computer & Information Technologies program should follow the admission guidelines on pages 60-71

Readmission

Students who leave Bluegrass Community and Technical College for a fall or spring semester must submit the following information by the priority deadline: (1) an application for admission; and (2) official transcripts of any academic work attempted while not enrolled at Bluegrass. If you were placed on Academic Suspension upon your last enrollment at Bluegrass, you must also apply by the priority application deadline and submit a Suspension Reinstatement Form. This form may also be received through the Office of Admissions, 200 Oswald Building, Cooper Drive Campus or Building C, Leestown Campus.

The American College Test (ACT)

The American College Test (ACT) is administered on five test dates each year in the United States, and it is also administered in a number of foreign countries. For information

on the ACT, contact the Bluegrass Community and Technical College Office of Admissions, your local high school counselor, or ACT Test Administration, P.O. Box 168, Iowa City, Iowa 52243. The ACT code for Bluegrass is 1531. Bluegrass Community and Technical College will also accept the Scholastic Assessment Test (SAT). The national mean scores on the verbal and math components of the SAT will be converted and substituted for the ACT composite score. Note: Bluegrass encourages all students who are graduating from high school to take the ACT test for several reasons. First, the ACT scores could exempt students from taking Bluegrass' mandatory placement tests. Secondly the scores could be important in the amount of the award for the Commonwealth's KEES scholarship program. The score could also be needed later for admission into certain selective admissions programs at Bluegrass or the University of Kentucky.

TUITION AND FEES

Tuition and Fees

Charges for tuition are established by the KCTCS Board of Regents and reviewed annually.

TUITION PER CREDIT HOUR, PER SEMESTER FOR 2006-2007 ACADEMIC YEAR*

Resident \$109.00	Contiguous Counties \$131.00	Non-Resident \$327.00
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*Tuition is subject to change without notice

BCTC offers many options for paying your tuition charges. Tuition can be paid in full once charges are assessed; Cash, Check, Money Order and Credit Card; Visa, MC, and Discover are all forms of acceptable payment.

Tuition can also be paid on-line using a credit or debit card or an online check through the following website
<https://students.kctcs.edu/>.

Payment Plan options are also available. Don't forget about Financial Aid, apply using the following website
<http://www.kheaa.com/>.

BCTC also works closely with students who have third party assistance; NAFTA, BADD, Vocational Rehab, etc, or an employer.

THIRD PARTY ASSISTANCE: If your tuition and/or books are paid by a government agency, or company for which you are employed, then you are receiving third party assistance. Students who have third party assistance are required to submit documentation detailing their third party assistance to the Business Office prior to the 1st day of class, every semester. Failure to do so may result in cancellation of classes.

PAYMENT PLAN: BCTC works in conjunction with FACTS tuition management which allows you to pay your tuition in monthly installments for a minimum non-refundable fee of \$25.00. Payment options are listed below and can be found on the college website at <http://www.bluegrass.kctcs.edu/> under the Business Office link.

Option 1: 0% down / 4 Monthly Payments. Advanced registered students only.

Option 2: 25% down / 3 Monthly Payments. Advanced registered students only.

Option 3: 25% down / 2 Monthly Payments. Advanced registered students only.

Option 4: 50% down / 2 Monthly Payments. Advanced and Late Registered students.

REFUND POLICY

In order to receive a tuition refund, a student must officially withdraw within the refund period listed above. Official withdraw (also known as "drop" or "dropping a course") is defined as completing a Withdrawal Form with the Record's Office in accordance to instructions listed on the form. NOTE: Telephone calls and/or emails that you are dropping the course are not acceptable. It is the responsibility of the student to initiate and complete the course withdraw process and to understand the result of withdrawing from a course(s), i.e., graduation requirements, student financial aid, scholarship eligibility and awards.

METHODS OF PAYMENT

PAY FEES BY MAIL

Mail your check, cashier's check, or money order to:
KCTCS
P.O. Box 634873
Cincinnati, OH 45263-4873

PAY FEES IN PERSON

Bring your cash, check, cashier's check, and money order to:
Cooper Campus Business Office
215 Oswald Building
Leestown Campus Business Office
164 Opportunity Way
HOURS: Monday - Friday 8 am - 5 pm

PAY BY CREDIT CARD OR CHECK ONLINE

You may now pay your account by using a Visa, MasterCard, Discover, and American Express or by check at
<https://students.kctcs.edu/>.

AFTER HOURS DROP BOX

For your after-hours convenience, you may leave our check or money order in the Business Office drop-box, OB 215. Payments will be posted to the students account the next day. For after-hours inquiries about your account, you can login to your account at <https://students.kctcs.edu/> or for additional questions you can call the Business Office (246-6270) and leave a message (including student ID # and phone number) and someone will return your call.

FINANCIAL DELINQUENCY

Any student who is delinquent in financial obligations to the college, or any division or organization of the college or KCTCS college, shall not be allowed to register for future terms, receive transcripts, transfer credits to another institution, or graduate. Delinquent accounts are subject to KCTCS Business Procedure 7.4 Collection of Accounts Receivable and may be referred to an outside collection agency. Please note, referred accounts are subject to collection fees in addition to the amount owed the college and are the responsibility of the delinquent party. The delinquency, if referred to a collection agency, is also subject to being listed with credit reporting agencies. Specific questions may be directed to your college's business office.

Refunds are based solely on the date of withdrawal, regardless of whether students attend any class(es). As required under Section 484B of the Higher Education Act (HEA), to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who officially withdraw during their first term of enrollment.

Questions concerning fee payment procedures may be directed to the BCTC Business Office, 215 Oswald Building, Cooper Campus, (859) 246-6270. Questions concerning tuition refunds may be directed to the Registrar's Office, 206 Oswald Building, (859) 246-6490.

HOUSING, BOOKS, AND SUPPLIES

Housing — Costs of room and board for non-commuting students vary according to accommodations.

Books and Supplies — Costs will depend on the student's schedule of classes.

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

STUDENT RECORDS

STUDENT RECORDS

This is to serve notice to all students of the KCTCS of the rights and restrictions regarding the maintenance, inspection, and release of student records contained in the Family Educational Rights and Privacy Act of 1974 (FERPA). The colleges of KCTCS offer a wide variety of services to students. Each college requires the maintenance of records concerning students enrolled in that particular college. The following is a list of the types of records that may be maintained by the College and/or the System Office for students:

- Academic records from schools previously attended;
- Scores or results on various standardized tests and interest/attitude inventories;
- Degrees awarded;
- Current academic work completed;
- Grades and other faculty evaluations;
- Applications for admissions;
- Applications and other data related to financial aid;
- Applications for employment;
- Class rosters;
- Letters of recommendation;
- Academic advisor notes;
- Attendance data;
- Biographical and identifying information (including name, social security number, sex, marital status, date of birth, residency and citizenship status, ethnic background, academic major, and military status);
- Medical data;
- Current student status;
- Accounts relating to fees;
- Academic offenses;
- Disciplinary offenses;
- Counseling notes.

The colleges are responsible for the maintenance of records in all categories although duplicates of some records are maintained in the Office of the Chancellor.

In general, the records maintained by the college are available only to the student, to college personnel with legitimate educational interests, to other institutions where the student is seeking financial aid, and to authorized representatives of the Comptroller General of the U.S., the Secretary of HEW, or an administrative head of an education agency, in connection with an audit or evaluation of federally supported programs, and as provided by Section 164.283 of the Kentucky Revised Statutes. However, information may be released by the institution to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. Records may be disclosed without consent to officials of another school in which a student seeks or intends to enroll.

Records may also be furnished in compliance with a judicial order or pursuant to a subpoena or with the consent of the student.

Students may inspect and review all records pertaining to them within forty-five (45) days of making requests for the same, except

for 1) records created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting or assisting in a professional capacity in connection with the treatment of the student (except that the student may have these records reviewed by a physician or appropriate professional designated by the student), 2) financial records of the parents, 3) confidential letters and recommendations put in the files prior to January 1, 1975, and 4) confidential recommendations relating to admission, application for employment, or honors, if the student waived his or her right to review such records. Where a particular record cannot be reviewed by a student without revealing confidential information relating to other students, the records custodian will inform the student, upon request, of the contents of the record pertaining to that student.

APPEAL PROCEDURES

A student who believes that any record maintained by the college, the college district, or the KCTCS pertaining directly to that student is inaccurate, misleading, or otherwise violates the right of privacy of the student as provided by Title IV of Pub. L.90-247, as amended, and Pub.L.93-380 as amended by Senate Joint Resolution 40 (1974), may request a hearing before a panel of three persons appointed by the President of the Kentucky Community and Technical College System. The panel may direct that appropriate action be taken to correct, explain, or expunge the record(s) challenged.

Requests for hearings should be sent to the Kentucky Community and Technical College System and will be addressed in a timely manner.

PRIVACY AND RELEASE OF STUDENT RECORD INFORMATION

In its discretion, a college or KCTCS as appropriate may provide Directory Information in accordance with the provisions of the Act [Family Educational Rights and Privacy Act of 1974] to include: student name, address, email address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying designated officials in writing within ten (10) calendar days from the first scheduled day of class of the fall term. All written requests for non-disclosure will be honored by the college for one (1) academic year. Requests to withhold Directory Information must be filed annually thereafter.

Transcripts

Copies of transcripts will be furnished upon request (within 24 hours) for a cost of \$5 per copy. Transcripts issued the same day will cost \$7 per copy. Transcripts that need to be reviewed for general education certification may require additional time for processing. Requests must be made in writing to the Records Office, 203 Oswald Building, 470 Cooper Drive, Lexington, KY 40506-0235.

STUDENT DISCIPLINE AND CONTROL

The relationships between the College and the student as a member of the campus community and as a member of student organizations are covered in the College's Code of Student Conduct/Student Rights and Responsibilities. A copy of the KCTCS Code of Student Conduct can be found online at <http://www.kctcs.edu/student/code.htm>

All applicants meeting the appropriate academic requirements and technical standards shall be considered equally for admission to Bluegrass Community and Technical College or to any academic program thereof regardless of race, color, religion, sex, marital status, beliefs, age, national origin, sexual orientation, or physical or mental disability.

Fees at Bluegrass vary according to the privileges granted and the place of residence of the student, whether a resident of Kentucky or of another state. Fees may change from time to time.

POLICY ON RESIDENCY AND EXPENSES

RESIDENCY REQUIREMENTS

13 KAR 2:045.

Determination of residency status for admission and tuition assessment purposes.

RELATES TO: KRS Chapter 13B, 164.020, 164.030, 164A.330(6)

STATUTORY AUTHORITY: KRS 164.020(8)

NECESSITY, FUNCTION, AND CONFORMITY:

KRS 164.020(8) requires the Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state-supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. This administrative regulation establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, or who is enrolled at, a state-supported postsecondary education institution.

SECTION 1. DEFINITIONS.

(1) “Academic term” means a division of the school year during which a course of studies is offered, and includes a semester, quarter, or single consolidated summer term as defined by the institution.

(2) “Continuous enrollment” means enrollment in a state-supported postsecondary education institution at the same degree level for consecutive terms, excluding summer term, since the beginning of the period for which continuous enrollment is claimed unless a sequence of continuous enrollment is broken due to extenuating circumstances beyond the student’s control, including serious personal illness or injury, or illness or death of a parent.

(3) “Degree level” means enrollment in a course or program which could result in the award of a:

(a) Certificate, diploma or other program award at an institution;

(b) Baccalaureate degree or lower including enrollment in a course by a nondegree-seeking postbaccalaureate student;

(c) Graduate degree or graduate certification other than a first-professional degree in law, medicine, dentistry or “Pharm. D”; or

(d) Professional degree in law, medicine, dentistry, or “Pharm. D”.

(4) “Demonstration of Kentucky domicile and residency” means the presentation of documented information and evidence sufficient to prove by a preponderance of the evidence that a person is domiciled in Kentucky and is a resident of Kentucky.

(5) “Dependent person” means a person who cannot demonstrate financial independence from parents or persons other than a spouse and who does not meet the criteria established in Section 5 of this administrative regulation.

(6) “Determination of residency status” means the decision of a postsecondary education institution that may include a formal hearing that results in the classification of a person as a Kentucky resident or as a nonresident for admission and tuition assessment purposes.

(7) “Domicile” means a person’s true, fixed, and permanent home

and is the place where the person intends to remain, and to which the person expects to return if absent without intending to establish a new domicile elsewhere.

(8) “Full-time employment” means continuous employment for at least forty-eight (48) weeks at an average of at least thirty (30) hours per week.

(9) “Independent person” means a person who demonstrates financial independence from parents or persons other than a spouse and who can meet the criteria established in Section 5 of this administrative regulation.

(10) “Institution” means an entity defined in KRS 164.001(11) if the type of institution is not expressly stated and includes the Kentucky Virtual University, the Council on Postsecondary Education, and the Kentucky Higher Education Assistance Authority.

(11) “Kentucky resident” means a determination by an institution that a person is domiciled in and is a resident of Kentucky as determined by this administrative regulation.

(12) “Nonresident” means a person who is domiciled outside of Kentucky or who currently maintains legal residence outside Kentucky or who is not a Kentucky resident within the meaning of this administrative regulation.

(13) “Parent” means one (1) of the following:

(a) A person’s father or mother; or

(b) A court-appointed legal guardian if:

1. The guardianship is recognized by an appropriate court within the United States;

2. There was a relinquishment of the rights of the parents; and

3. The guardianship was not established primarily to confer Kentucky residency on the person.

(14) “Preponderance of the evidence” means the greater weight of evidence, or evidence which is more credible and convincing to the mind.

(15) “Residence” means the place of abode of a person and the place where the person is physically present most of the time for a noneducational purpose in accordance with Section 3 of this administrative regulation.

(16) “Student financial aid” means all forms of payments to a student if one (1) condition of receiving the payment is the enrollment of the student at an institution.

(17) “Sustenance” means living expenses including room, board, maintenance, transportation, and also may include educational expenses including tuition, fees, books, and supplies.

SECTION 2. SCOPE.

(1) State-supported postsecondary education institutions were established and are maintained by the Commonwealth of Kentucky primarily for the benefit of qualified residents of Kentucky. The substantial commitment of public resources to postsecondary education is predicated on the proposition that the state benefits significantly from the existence of an educated citizenry. As a matter of policy, access to postsecondary education shall be provided so far as feasible at reasonable cost to an individual who is domiciled in Kentucky and who is a

resident of Kentucky.

(2) The Council on Postsecondary Education may require a student who is neither domiciled in nor a resident of Kentucky to meet higher admission standards and to pay a higher level of tuition than resident students.

(3) This administrative regulation applies to all student residency determinations regardless of circumstances, including residency determinations made by the state-supported institutions for prospective and currently-enrolled students; the Southern Regional Education Board contract spaces; reciprocity agreements, where appropriate; the Kentucky Virtual University; academic common market programs; the Kentucky Educational Excellence Scholarship Program; and other state student financial aid programs, as appropriate.

SECTION 3. DETERMINATION OF RESIDENCY STATUS; GENERAL RULES.

(1) A determination of residency shall include:

(a) An initial determination of residency status by an institution during the admission process or upon enrollment in an institution for a specific academic term or for admission into a specific academic program;

(b) A reconsideration of a determination of residency status by an institution based upon a changed circumstance; and

(c) A formal hearing conducted by an institution upon request of a student after other administrative procedures have been completed.

(2) An initial determination of residency status shall be based upon:

(a) The facts in existence when the credentials established by an institution for admission for a specific academic term have been received and during the period of review by the institution;

(b) Information derived from admissions materials;

(c) Other materials required by an institution and which are consistent with this administrative regulation; or

(d) Other information available to the institution from any source.

(3) An individual seeking a determination of Kentucky residency status shall demonstrate that status by a preponderance of the evidence.

(4) A determination of residency status shall be based upon verifiable circumstances or actions.

(5) Evidence and information cited as the basis for Kentucky domicile and residency shall accompany the application for a determination of residency status.

(6) A student classified as a nonresident shall retain that status until the student is officially reclassified by an institution.

(7) A student may apply for a review of a determination of residency status once for each academic term.

(8) If an institution has information that a student's residency status may be incorrect, the institution shall review and determine the student's correct residency status.

(9) If the Council on Postsecondary Education has information that an institution's determination of residency status for a student may be incorrect, it may require the institution to review the circumstances and report the results of that review.

(10) An institution shall impose a penalty or sanction against a student who gives incorrect or misleading information to an institutional official, including payment of nonresident tuition for

each academic term for which resident tuition was assessed based on an improper determination of residency status. The penalty may also include:

(a) Student discipline by the institution through a policy written and disseminated to students; or

(b) Criminal prosecution.

SECTION 4. PRESUMPTIONS REGARDING RESIDENCY STATUS.

(1) In making a determination of residency status, it shall be presumed that a person is a nonresident if:

(a) A person is, or seeks to be, an undergraduate student and admissions records show the student to be a graduate of an out-of-state high school within five (5) years prior to a request for a determination of residency status;

(b) A person's admissions records indicate the student's residence to be outside of Kentucky at the time of application for admission;

(c) A person moves to Kentucky primarily for the purpose of enrollment in an institution;

(d) A person moves to Kentucky and within twelve (12) months enrolls at an institution more than half time; or

(e) A person has a continuous absence of one (1) year from Kentucky.

(2) A presumption arising from subsection (1) of this section shall be overcome by presentation of evidence that is sufficient to demonstrate that a person is domiciled in and is a resident of Kentucky.

SECTION 5. DETERMINATION OF WHETHER A STUDENT IS DEPENDENT OR INDEPENDENT.

(1) In a determination of residency status, an institution shall first determine whether a student is dependent or independent. This provision is predicated on the assumption that a dependent person lacks the financial ability to live independently of the person upon whom the student is dependent and therefore lacks the ability to form the requisite intent to establish domicile.

(2) In determining the dependent or independent status of a person, the following information shall be considered as well as other relevant information available at the time the determination is made:

(a) 1. Whether the person has been claimed as a dependent on the federal or state tax returns of a parent or other person for the year preceding the date of application for a determination of residency status; or

2. Whether the person is no longer claimed by a parent or other person as a dependent or as an exemption for federal and state tax purposes; and

(b) Whether the person has financial earnings and resources independent of a person other than an independent spouse necessary to provide for the person's own sustenance.

(3) An individual who enrolls at an institution immediately following graduation from high school and remains enrolled shall be presumed to be a dependent person unless the contrary is evident from the information submitted.

(4) Domicile may be inferred from the student's permanent address, parent's mailing address, or location of high school of graduation.

(5) Marriage to an independent person domiciled in and who is a resident of Kentucky shall be a factor considered by an institution in determining whether a student is dependent or independent.

(6) Financial assistance from or a loan made by a parent or family member other than an independent spouse, if used for sustenance of the student:

(a) Shall not be considered in establishing a student as independent; and

(b) Shall be a factor in establishing that a student is dependent.

SECTION 6. EFFECT OF A DETERMINATION OF DEPENDENT STATUS ON A DETERMINATION OF RESIDENCY STATUS.

(1) The effect of a determination that a person is dependent shall be:

(a) The domicile and residency of a dependent person shall be the same as either parent. The domicile and residency of the parent shall be determined in the same manner as the domicile and residency of an independent person.

(b) The domicile and residency of a dependent person whose parents are divorced, separated, or otherwise living apart shall be Kentucky if either parent is domiciled in and is a resident of Kentucky regardless of which parent has legal custody or is entitled to claim that person as a dependent pursuant to federal or Kentucky income tax provisions.

(2) (a) If the parent or parents of a dependent person are Kentucky residents and are domiciled in Kentucky but subsequently move from the state, the dependent person shall be considered a resident of Kentucky while in continuous enrollment at the degree level in which currently enrolled.

(b) If continuous enrollment is broken or the current degree level is completed, the dependent person's residency status shall be reassessed when the circumstances detailed in subparagraph 1 of this paragraph are present.

SECTION 7. MEMBER OF ARMED FORCES OF THE UNITED STATES, SPOUSE AND DEPENDENTS; EFFECT ON A DETERMINATION OF RESIDENCY STATUS.

(1) A member, spouse, or dependent of a member whose domicile and residency was Kentucky at the time of induction into the Armed Forces of the United States, and who maintains Kentucky as home of record and permanent address, shall be entitled to Kentucky residency status:

(a) During the time of active service; or

(b) If the member, spouse, or dependent returns to this state within six (6) months of the date of the member's discharge from active duty.

(2) (a) A member, spouse or dependent of a member of the Armed Forces of the United States stationed in Kentucky on active military orders shall be considered a Kentucky resident while the member is on active duty in this state pursuant to those orders if the member is not:

1. Stationed in Kentucky for the purpose of enrollment at an institution; or

2. On temporary assignment of less than one (1) year.

(b) A member, spouse or dependent of a member, shall not lose Kentucky residency status if the member is thereafter transferred on military orders while the member, spouse or dependent requesting

the status is in continuous enrollment at the degree level in which currently enrolled.

(3) Membership in the National Guard or civilian employment at a military base alone shall not qualify a person for Kentucky residency status under the provisions of subsections (1) and (2) of this section.

(4) A person's residency status established pursuant to this section shall be reassessed if the qualifying condition is terminated.

SECTION 8. STATUS OF NONRESIDENT ALIENS; VISAS AND IMMIGRATION.

(1) (a) A person holding a permanent residency visa or classified as a political refugee shall establish domicile and residency in the same manner as another person.

(b) Time spent in Kentucky and progress made in fulfilling the conditions of domicile and residency prior to obtaining permanent residency status shall be considered in establishing Kentucky domicile and residency.

(2) A person holding a nonimmigrant visa with designation A, E, G, H-1, H-4 if accompanying a person with an H-1 visa, I, K, L, N, R, shall establish domicile and residency the same as another person.

(3) (a) An independent person holding a nonimmigrant visa with designation B, C, D, F, H-2, H-3, H-4 if accompanying a person with an H-2 or H-3 visa, J, M, O, P, Q, S, TD or TN shall not be classified as a Kentucky resident, because that person does not have the capacity to remain in Kentucky indefinitely and therefore cannot form the requisite intent necessary to establish domicile within the meaning of this administrative regulation.

(b) A dependent person holding a visa as described in paragraph (a) of this subsection, but who is a dependent of a parent holding a visa as described in subsection (2) of this section, shall be considered as holding the visa of the parent.

(c) A dependent person holding a visa described in subsection (2) of this section or paragraph (a) of this subsection, if a parent is a citizen of the United States and is a resident of and domiciled in Kentucky, shall be a resident of Kentucky for the purposes of this administrative regulation.

(4) A person shall be a Kentucky resident for the purpose of this administrative regulation if the person graduated from a Kentucky high school and:

(a) Is an undocumented alien;

(b) Holds a visa listed in subsections (2) or (3)(a) of this section; or

(c) Is a dependent of a person who holds a visa listed in subsections (2) or (3)(a) of this section.

(5) (a) Except as provided in paragraph (b) of this subsection, a person who has petitioned the federal government to reclassify visa status shall continue to be ineligible until the petition has been decided by the federal government.

(b) A person who has petitioned the federal government to reclassify visa status based on a marriage to a Kentucky resident and who can demonstrate that the petition has been filed and acknowledged by the federal government, may establish Kentucky domicile and residency at that time.

SECTION 9. BENEFICIARIES OF A KENTUCKY EDUCATIONAL SAVINGS PLAN TRUST.

A beneficiary of a Kentucky Educational Savings Plan Trust shall be granted residency status if the beneficiary meets the requirements of KRS 164A.330(6).

SECTION 10. CRITERIA USED IN A DETERMINATION OF RESIDENCY STATUS.

(1) A determination of Kentucky domicile and residency shall be based upon verifiable circumstances or actions. A single fact shall not be paramount, and each situation shall be evaluated to identify those facts essential to the determination of domicile and residency.

(2) The following facts, although not conclusive, shall have probative value in their entirety and shall be individually weighted, appropriate to the facts and circumstances in each determination of residency:

(a) Acceptance of an offer of full-time employment or transfer to an employer in Kentucky or contiguous area while maintaining residence and domicile in Kentucky;

(b) Continuous physical presence in Kentucky while in a nonstudent status for the twelve (12) months immediately preceding the start of the academic term for which a classification of Kentucky residency is sought;

(c) 1. Filing of Kentucky resident income tax return for the calendar year preceding the date of application for a change in residency status; or

2. Payment of Kentucky withholding taxes while employed during the calendar year for which a change in classification is sought;

(d) Full-time employment of at least one (1) year while living in Kentucky;

(e) Attendance as a full-time, nonresident student at an out-of-state institution based on a determination by that school that the person is a resident of Kentucky;

(f) Abandonment of a former domicile or residence and establishing domicile and residency in Kentucky with application to or attendance at an institution following and incidental to the change in domicile and residency;

(g) Obtaining licensing or certification for a professional and occupational purpose in Kentucky;

(h) Payment of real property taxes in Kentucky;

(i) Ownership of real property in Kentucky, if the property was used by the student as a residence preceding the date of application for a determination of residency status;

(j) Long-term lease of at least twelve (12) consecutive months of noncollegiate housing;

(k) Marriage of an independent student to a person who was domiciled in and a resident of Kentucky prior to the marriage;

(l) Continued presence in Kentucky during academic breaks; and

(m) The extent to which a student is dependent on student financial aid in order to provide basic sustenance.

(3) Except as provided in subsection (4) of this section, the following facts, because of the ease and convenience in completing them, shall have limited probative value in a determination that a person is domiciled in and is a resident of Kentucky:

(a) Kentucky automobile registration;

(b) Kentucky driver's license; and

(c) Registration as a Kentucky voter.

(4) The absence of a fact contained in subsection (3) of this section shall have significant probative value in determining that a student is not domiciled in or is not a resident of Kentucky.

(5) A person shall not be determined to be a Kentucky resident by the performance of an act which is incidental to fulfilling an educational purpose or by an act performed as a matter of convenience. Mere physical presence in Kentucky, including living with a relative or friend, shall not be sufficient evidence of domicile and residency. A person shall respond to all information requested by an institution.

SECTION 11. EFFECT OF A CHANGE IN CIRCUMSTANCES ON RESIDENCY STATUS.

(1) If a person becomes independent or if the residency status of a parent or parents of a dependent person changes, an institution shall reassess residency either upon a request by the student or a review initiated by the institution.

(2) Upon transfer to a Kentucky institution, a student's residency status shall be assessed by the receiving institution.

(3) A reconsideration of a determination of residency status for a dependent person shall be subject to the provisions for continuous enrollment, if applicable.

SECTION 12. STUDENT RESPONSIBILITIES.

(1) A student shall report under the proper residency classification which includes the following actions:

(a) Raising a question in a timely manner concerning residency classification;

(b) Making application for change of residency classification in a timely manner with the designated office or person at the institution; and

(c) Notifying the designated office or person at the institution immediately upon a change in residency.

(2) If a student fails to notify an institutional official of a change in residency, an institutional official may investigate and evaluate the student's residency status.

(3) (a) If a student fails to provide, by the date specified by the institution, information required by an institution in a determination of residency status, the student shall be notified by the institution that the review has been canceled and that a determination has been made.

(b) Notification shall be made by registered mail, return receipt requested.

(c) Notification shall be made within ten (10) calendar days after the deadline for receipt of materials has passed.

(4) A student shall not be entitled to appeal a determination of residency status if the determination made by an institution is because a student has failed to meet published deadlines for the submission of information as set forth in subsection (3) of this section. A student may request a review of a determination of residency status in a subsequent academic term.

SECTION 13. INSTITUTIONAL RESPONSIBILITIES.

Each institution shall:

- (1) Provide for an administrative appeals process that includes a residency appeals officer to consider student appeals of an initial residency determination and which shall include a provision of fourteen (14) days for the student to appeal the residency appeals officer's determination;
- (2) Establish a residency review committee to consider appeals of residency determinations by the residency appeals officer. The residency review committee shall make a determination of student residency status and notify the student in writing within forty-five (45) days after receipt of the student appeal;
- (3) Establish a formal hearing process as described in Section 14 of this administrative regulation; and
- (4) Establish written policies and procedures for administering the responsibilities established in subsections (1), (2), and (3) of this section and that are:
 - (a) Approved by the institution's governing board;
 - (b) Made available to all students; and
 - (c) Filed with the council.

(2) A student shall pay for the cost of all legal representation in support of the student's claim of residency. (17 Ky.R. 2557; eff. 4-5-91; Am. 22 Ky.R. 1656; 1988; eff. 5-16-96; 23 Ky.R. 3380; 3797; 4099; eff. 6-16-97; 24 Ky.R. 2136; 2705; 25 Ky.R. 51; eff. 7-13-98; 25 Ky.R. 2177; 2577; 2827; eff. 6-7-99; 749; 1238; eff. 11-12-2002.)

SECTION 14. FORMAL INSTITUTIONAL HEARING.

- (1) A student who appeals a determination of residency by a residency review committee shall be granted a formal hearing by an institution if the request is made by a student in writing within fourteen (14) calendar days after notification of a determination by a residency review committee.
- (2) If a request for a formal hearing is received, an institution shall appoint a hearing officer to conduct a formal hearing. The hearing officer:
 - (a) Shall be a person not involved in determinations of residency at an institution except for formal hearings; and
 - (b) Shall not be an employee in the same organizational unit as the residency appeals officer.
- (3) An institution shall have written procedures for the conduct of a formal hearing that have been adopted by the board of trustees or regents, as appropriate, and that provide for:
 - (a) A hearing officer to make a recommendation on a residency appeal;
 - (b) Guarantees of due process to a student that include:
 1. The right of a student to be represented by legal counsel; and
 2. The right of a student to present information and to present testimony and information in support of a claim of Kentucky residency; and
 - (c) A recommendation to be issued by the hearing officer.
- (4) An institution's formal hearing procedures shall be filed with the Council on Postsecondary Education and shall be available to a student requesting a formal hearing.

SECTION 15. COST OF FORMAL HEARINGS.

- (1) An institution shall pay the cost for all residency determinations including the cost of a formal hearing.

FINANCIAL AID

THE FINANCIAL AID APPLICATION PROCESS FINANCIAL AID (FAFSA) APPLICATION

Students should apply for Student Aid as soon as possible after January 1 of the year they plan to enter college in the fall. Early application insures students will be considered for all aid for which they are eligible. However, applications must be received by the processor (CPS) by June 30 of the following year.

Students are encouraged to complete the FAFSA electronically. Results are received via email in one to three days. The first step is applying electronically for a PIN (Personal Identification Number) at www.pin.ed.gov.

Dependent students who must report parent income should have a parent also apply for a PIN which serves as an electronic signature certifying the accuracy of the submitted data. PINs are received at the email address provided by students. Then students must gather information for the household: SSN's, driver's license, current bank statements, investment records, and completed tax returns (1040, 1040A, 1040EZ, including W2's) for the previous year. It is not necessary to send the tax return to the IRS but only to complete the information for the return so accurate information can be used on the Student Aid Applications (FAFSA Free Application for Federal Student Aid). If you did not file a tax return, you will need documentation of all sources of income, taxed or untaxed. Estimated data is legal to use if completed forms are unavailable but this will result in delays since updated actual tax returns will have to be presented to document the accuracy of the estimated information. Students may apply for student aid by using the Internet at www.fafsa.ed.gov.

It is recommended that students complete either a paper application or the on-line Pre-Application as a guide to easier completion of the actual on-line application. The worksheets A, B, and C should also be completed at www.fafsa.ed.gov/worksheet.html. The completed application including worksheets A, B, C should be printed off and retained along with the tax return(s) and W2's, and any other documentation.

Paper application (FAFSA) which must be mailed are available at area high schools and college financial aid offices. Application can be made using the paper application, including Worksheets A, B, and C located on the backside of the application booklet. Responses will arrive via US Mail to students in four to six weeks, depending on the time of the year. Students should make a copy and retain as well as the source documents. If you report an email address on your FAFSA your response will be sent to the email address reported on your FAFSA.

It is recommended that all records and materials used in completing the application be saved. A percentage of all applicants are randomly selected for verification. If selected for verification, documentation must be provided in order to receive aid.

Students' processed information is sent to the school choices the students have listed. If students decide to attend a school not reflected on the original application, they may add the school by calling 1-800-433-3243, (1-800-4FED Aid) using name, SSN, DOB, DRN and name or code number of new school. Also, the new school can add its name on-line with the above student data. Students must provide the DRN since they are the only recipient of this piece.

Student Eligibility

To receive student financial aid from any program requires meeting established eligibility criteria. For a listing of specific criteria, please see <http://www.kctcs.edu/student/financialaidscholarships/faq.htm>.

In general, you must have a demonstrated need as supported by an application, have a high school diploma or a General Education Development (GED) Certificate, and/or passed an approved test by the U.S. Department of Education as a demonstration of your ability to benefit. If you are admitted "conditionally" you may receive student aid for one semester only before your admission file must be complete.

Financial Aid Programs

Various financial aid programs are available to assist students in meeting some of the expenses of a college education. These financial aid programs are in four categories: grants, scholarships, loans, and work-study.

GRANTS -- A grant is a gift that does not normally have to be repaid. Bluegrass Community and Technical College participates in the Pell Grant Program, the Supplemental Educational Opportunity Grant (SEOG) Program, and the Kentucky Higher Education Assistance Authority (KHEAA) College Access Program (CAP) Grant.

The Pell Grant and CAP Grant are based upon enrollment status and adjusted appropriately. The SEOG is based upon full-time enrollment. These grants are available to students who demonstrate need and complete the application process described below.

SCHOLARSHIPS -- The Kentucky Educational Excellence Scholarship (KEES) will be awarded to graduates of Kentucky high schools (KBE certified) beginning with the 1999 graduating class. Award amounts are based upon high school GPA and ACT scores. Additional KEES information is available online at www.kheaa.com.

BCTC also has a number of academic scholarship programs. Information is available online at <http://www.bluegrass.kctcs.edu/BCTC/FIN/BCTCSFA.html>

FEDERAL STUDENT LOANS

BCTC participates in the Federal Family Educational Loans Program (FFELP). You do not have to be eligible for other federal student aid to participate in this program. However, application using the FAFSA is required.

This program provides a low interest loan on which the federal government may pay (subsidize) the interest while you are enrolled at least half-time in school.

WORK-STUDY -- The College Work-Study Program is available to students who demonstrate need and complete the application process. Under this program a student is employed at BCTC and the number of hours worked is determined by the students need for financial assistance.

IMPORTANT NOTES

- The only payment extensions that are offered are Financial Aid Extensions. These extensions extend the payment deadline beyond the due date until anticipated aid is credited to the account. To receive an automatic extension, the offered financial aid must be accepted, and the total amount must cover the semester costs. The student does NOT have to ask for this automatic extension, but a Financial Aid Award Letter must be returned to the office before the extension will be issued.
- If financial aid awards credited to the account exceed total charges a residual check is generated. This check is made payable to the student and will NORMALLY be MAILED within 3 business days after financial aid posts to the account. The checks will be mailed to the home address on file. It is the student's responsibility to keep address files updated at all times.
- Students will be notified once loans have been disbursed.
- Students must be degree-seeking at BCTC and enrolled for at least six credit hours per semester in order to participate in most financial aid programs.
- Refunds: Students receiving financial aid may have part or all of their refund returned to the aid account. As required under Section 484B of the Higher Education Act (HEA) to assure recovery of federal financial aid funds, a special refund schedule applies to those students receiving Title IV financial assistance who either officially withdraw or cease attending classes.
- Students applying for a student loan must complete Entrance Counseling prior to loan funds being disbursed to accounts. Entrance Counseling is required only one time during enrollment at Bluegrass Community and Technical College. Complete the Entrance Counseling requirement at www.kheaa.com.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Federal regulations mandate that a student receiving Federal Student Aid under Title IV programs must maintain satisfactory academic progress in his/her course of study regardless of whether or not student aid is awarded each semester.

FINANCIAL AID SUSPENSION DUE TO POOR GRADES

If your financial aid is suspended because your cumulative grade point average does not meet the minimum grade point average (GPA), you may take additional classes (without student aid) to raise your grade point average and be reinstated. If you are on Academic Probation or Academic Suspension, you will automatically be placed on Student Aid Probation or Student Aid Suspension. Please contact your Student Financial Aid office for details.

APPEAL PROCESS

Students placed on student aid suspension and having unusual circumstances (illness, death in the family, accidents, etc.) and not making satisfactory academic progress have the right to appeal. However, during the appeal process persons are responsible for their own expenses, i.e. tuition, books, supplies, etc.

RETURN OF TITLE IV FUNDS (FINANCIAL AID REFUND POLICY)

If a student completely withdraws from classes the financial aid office is required to calculate the amount of Title IV financial aid (grants and loans) earned by the student based on the percentage of time the student remained enrolled in school. No refunds are required to be returned if the student remains enrolled for more than 60% of the semester.

In addition, a student who receives all failing grades for semester classes will be subject to the Refund to Title IV policy with aid calculated for refund at the 50% mark of attendance. Funds will be returned to the Title IV programs at the U. S. Department of Education in the following order:

1. Federal Unsubsidized Student Loan
2. Federal Subsidized Student Loan
3. Federal PLUS Loan
4. Pell Grant
5. SEOG Grant (update)

VETERAN AND WAR ORPHAN BENEFITS

Students who believe they may be entitled to benefits under legislation designed to assist war orphans or children of totally disabled or deceased veterans should consult the Registrar's Office, for information before enrolling.

In addition, inquiries regarding V.A. educational benefits may be directed to the Veterans Regional Office, P.O. Box 66830, St. Louis, MO 63166-6830, or telephone toll-free 1-888-442-4551. Information on the Kentucky Tuition Waiver Program is available from the Kentucky Department for Veteran Affairs, 545 South Third Street, Louisville, KY 40202, or telephone toll-free 1-800-928-4012.

HERMAN L. DONOVAN SENIOR CITIZENS FELLOWSHIP PROGRAM

Anyone who is age 65 or older may enroll for regular courses at BCTC without payment of tuition and fees. Courses may be taken for credit toward a degree or studied for no credit. For information, please call the Financial Aid Office, (859) 246-6300.