

## **Bluegrass Community and Technical College Tuition/Fees Appeal Process**

**EFFECTIVE FALL 2012**, all charges must be appealed in a typed letter and students will be notified of decisions in writing. The Tuition Appeal Committee meets monthly to review all appeals received within the last 30 days. During registration, decisions may take longer. Typed appeals must always include the student's full name, email address, mailing address, student ID number and the semester for which they are appealing.

***The Tuition Appeal Committee only considers appeals for semesters within one academic year.***

Students may only appeal tuition charges under these conditions listed below:

- Student never attended any classes
- Major accident , injury or illness- personal or immediate family member
- Death of an immediate family member
- Natural Disaster

In order for the appeal to be reviewed by the committee, documentation must be provided. Documentation can include written verification of non-attendance from the instructor of the course, medical records, court records, physician notes on company letterhead, and obituaries. **Please note: appeals are not granted based on the availability of Federal Financial Aid. Additionally, accounts referred to the Department of Revenue will remain in collections until Academic Appeal has been "approved". If "Denied", payment arrangements will need to be made with the Department of Revenue.**

### **STUDENTS TAKING LEARN ON DEMAND COURSE, PLEASE NOTE:**

Once you register for courses, you are officially enrolled, committed to attend and financially obligated. You must pay for any course for which you register unless you officially withdraw. If you cancel after the 100% refund period, you must pay for the class for which you do not receive a monetary credit.

### **STUDENTS TAKING NAA 100 or KMA 100 CLASSES, PLEASE NOTE:**

Should a student choose not to attend a nurse aide class, it is the student's responsibility to officially drop the class at least **one day prior** to the class start date in order not to be responsible for the tuition and associated fees. Students who never attend a class and did not drop the class at least **one day prior** to the start date are responsible for payment for the class. After a class begins, a student may officially withdraw as long as it is before the final exam. If a student withdrew, the student would receive a final grade of a "W" and is still responsible for full payment for the class. If a student does not officially withdraw or drop the class, the student will receive a failing grade of an "E" on their transcript.

### **STUDENTS RECEIVING FEDERAL FINANCIAL AID PLEASE NOTE:**

At the time a student is unsuccessful or withdraws from all of their classes, the Student Financial Aid office will calculate the percentage of aid that must be returned. The Student Financial Aid Office will notify the student of the earned and unearned aid. The unearned aid will be returned to the U.S. Department of Education. **The returned unearned aid will create a bill for the student. This bill must be paid by the student and cannot be appealed.** Please contact the Student Billing Office for payment options.

### **Appeals with documentation should be emailed or mailed to contact person listed below:**

Andrea Fender  
323 Oswald Building  
470 Cooper Drive  
Lexington, Kentucky 40506-0235  
[Andrea.fender@kctcs.edu](mailto:Andrea.fender@kctcs.edu)  
(859) 246-6499