

Bluegrass Community and Technical College Tuition/Fees Appeal Process

All charges must be appealed in writing 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. Written appeals must always include the student's full name, mailing address, social security number or PeopleSoft ID number and the semester for which they are appealing.

Students may appeal tuition charges under certain conditions. These reasons may include;

- Student never attended any classes
- Serious Injury or Illness
- Serious personal or family problems
- Serious financial problems

In order for the appeal to be considered, documentation must be provided. Documentation can include medical records, court records, physician notes, obituaries, and written verification of non-attendance from the instructor of the course.

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

Kentucky state statutes dictate that all students who wish to withdraw from NAA 100 or KMA 100 and receive a refund, must do so at least five days prior to the start of the course. Students may not appeal tuition charges for NAA 100 or KMA 100 if the drop occurred after this deadline.

STUDENTS RECEIVING FEDERAL FINANCIAL AID PLEASE NOTE:

If you received a federal financial aid refund check, you are not eligible to appeal tuition charges for the term.

Appeals with documentation should be mailed to the appropriate contact person listed below:

Student's Whose Last Name Begins with A-L

Contact: Rebecca Harp-Stephens
206C Oswald Building
470 Cooper Drive
Lexington, Kentucky 40506-0235

Student's Whose Last Name Begins with M-Z

Contact: Sydney Baseheart
C Building, Room 170 (One-Stop)
164 Opportunity Way
Leestown Campus
Lexington, Kentucky 40511-2623