

Tuition Refund Information

(Excerpted from the KCTCS Catalog – for complete information, please refer to the [Tuition and Charges](#) section of the KCTCS Catalog)

In order to receive a tuition refund, a student must officially withdraw within the refund period specified. Refunds for sessions different from those listed below are prorated according to the session in proportion to the traditional 16-week session. A session is defined as an enrollment period within an academic term. An academic term (fall, spring, or summer) may have a number of sessions running concurrently – 16-, 12-, 8-, 6- or 4-week.

Timeframe for Tuition Refunds*

Session	100%	50%	No Refund
16-week	Within 7 th day	8 th -29 th days	After 29 th day
12-week	Within 5 th day	6 th -20 th days	After 22 nd 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
5-week	Within 2 nd day	3 rd -9 th days	After 9 th day
4-week	Within 1 st day	2 nd -7 th days	After 7 th day

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

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*

Session	100%	50%	No Refund
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.

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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. Fractional credit hour tuition and charges are assessed for fractional credit offerings. Charges for services are non-refundable unless specifically stated as refundable.

In abbreviated table format, KCTCS' refund policy for credit tuition for KCTCS Online learn on Demand courses is as follows:

Timeframe for Refunds*

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

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

If you have any questions concerning the refund guidelines, please contact the HCTC Business Office.