





KENTUCKY TECHNICAL UNIVERSITY  
STUDENT ENROLLMENT CONTRACT  
4010 DUPONT CIRCLE, SUITE 480, LOUISVILLE, KY 40207  
844-446-2588

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

Textbooks will be delivered in digital form and are included in the term tuition from the University or from outside sources at no additional cost. In the event a digital textbook is not available for a course, the University will substitute a physical textbook out of the college store at no additional charge.

**Please Initial Each Statement If You Fully Understand The Statement. If you do not understand the statement, please contact your admissions counselor before completing this agreement.**

\_\_\_\_ I understand that I am responsible for my internet connectivity and electronic devices such as a laptop.

\_\_\_\_ I understand the University will pay for the first 2 times I attempt a proctored exam. The University will not pay for more than 2 exam attempts. I will be responsible for each exam attempt fee charged by any third party proctor up to \$150 per exam attempt.

\_\_\_\_ If I choose to participate in a Capstone Project, I understand that the University may not provide the hardware or software I may need to complete the project. I will be responsible for the costs of the project I design.

\_\_\_\_ I understand that resources made available to students such as servers, routers or other hardware may be checked out of the library for defined time periods. I agree to return these resources in the manner in which I received them and will be responsible for replacement costs if they are damaged or stolen while in my custody. All University resources must be returned to the University before completing my term. Student's with outstanding resources will not be allowed to complete their program until these resources have been returned or replaced.

\_\_\_\_ I understand that the University does not directly oversee internships and is not responsible for any costs associated with an internship including transportation, hardware or any other expense incurred in connection with the internship. The University discourages internships that may request any amount of money from the student.

\_\_\_\_ I understand that my participation in technology workshops is optional, I am responsible for any costs associated with these optional workshops and that my tuition does not include these workshops. No workshop or optional event is required in any program.

\_\_\_\_ I understand that third party facilitators and institutions may be utilized to deliver courses. I agree to accept their assessment of my work and hereby agree that my participation in the course constitutes acceptance of any policies established by that third party.

\_\_\_\_ I understand that I am not responsible for any additional fees associated with my courses if offered by a third party, when the University refers students to this 3rd party. If I choose to utilize the assistance of another party to complete a course I will be responsible for any fees I incur and the University is not responsible for fees associated with third parties that it did not refer me too.

\_\_\_\_ I understand that physical class meetings are not included with any course at KTU. I understand that many of my courses will be self-led and that I will be responsible for finding a suitable location to complete my course work. Due to the self led nature of course work I am required to seek out the next topic or assignment without direction from a facilitator once I have enrolled in the course.

\_\_\_\_ I understand that throughout my program's duration I will be assigned to an Academic Mentor who I will be required to meet with at least monthly via telephone or online conference meeting. I further understand that my Mentor may schedule meetings as often as every week. My mentor will be allowed the discretion of determining how often they should meet with me.



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**HOLDER IN DUE COURSE:** ANY HOLDER OF THIS CONSUMER CREDIT CONTRACT IS SUBJECT TO ALL CLAIMS AND DEFENSES WHICH THE DEBTOR COULD ASSERT AGAINST THE SELLER OF GOODS OR SERVICES OBTAINED PURSUANT HERETO OR WITH THE PROCEEDS HEREOF, RECOVERY HEREUNDER BY THE DEBTOR SHALL NOT EXCEED AMOUNTS PAID BY THE DEBTOR HEREUNDER.

**INSTRUCTION:** I understand that I will receive instruction in English, in lecture and laboratory formats. Instruction will be delivered by qualified instructors of the College. Instructors are not University employees. I understand that these courses are taught by qualified facilitators employed by other Universities.

**GENERAL PROVISIONS:**

As a student of the University, I understand that I will be entitled to the privileges and bound by the conditions below:

**LIBRARY:** The KTU Library is composed of digital copies of select titles. These are accessible using either Google Books or Google Scholar which are included with my University network account at no additional fee. These two repositories hold 40 million titles and 389 million documents and are available in full text to students.

**CAREER SERVICES:** I understand that individual job search assistance is available - at no additional cost - by the Career Services Department of the University to students and graduates in good standing. I further acknowledge that no representative of the University has the power to offer me any particular job or salary range upon graduation.

**STUDENT SERVICES:** The University offers several services meant to support students in their time at Kentucky Technical University. These services include mental health counseling with our licensed staff as well as substance abuse counseling. These services are available to any student and can be inquired about by calling 844-446-2588 and selecting the Student Services option.

**IMPORTANT INTERNATIONAL STUDENT DISCLOSURE:** International students attending the University under F-1 visas are required to maintain a "full course of study" during each academic term of their programs of study. For undergraduate (non-degree, Diploma, Associates, and Bachelors-level programs) students, this is defined as a minimum of 12 credits per academic term. Speak with an admissions representative for more information. Program and course offerings are subject to change and international students may be required to take additional courses to meet the full course of study requirement. International students should work closely with the International Student Advisor to ensure all requirements of their visas statuses are met.

**TRANSFER OF CREDIT TO OTHER INSTITUTIONS:** The College is licensed by the Kentucky Commission on Proprietary Education as a school in Kentucky. I understand most institutions are very likely to not recognize credits earned at Kentucky Technical University. The University was founded in 2020 and must be in operation for at least two years before seeking accreditation. This means that while the school is licensed to operate it is not accredited.

**The mission of the College is to help you to prepare for entry-level employment in your chosen field of study.** Accordingly, this program is designed to lead directly to employment. Course credits will likely not transfer to other schools, and degrees will likely not be accepted by another school's degree program. Check with that school for details about their acceptance of our programs. We will work with other schools interested in providing transfer credits to our students when that institution contacts us.

Additionally, programs offered by one school in the KTUC system may be similar but not identical to programs offered by another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within the KTUC system please contact that school's program.

**BUYER'S RIGHT TO CANCEL:** You, the student, may cancel your enrollment without any penalty or obligation at any time prior to midnight of the 6th business day after acceptance of this Enrollment Agreement. You may also cancel your enrollment if the services cease to be offered. If you cancel your enrollment because the services cease to be offered, the College may keep only a portion of the tuition or other charges. See refund



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policy in the following sections of this Agreement.

**REFUND POLICY**

As allowed under Federal, state, and accreditation agency rules, the refund policy may be changed. Students will be notified approximately sixty (60) calendar days in advance of any changes.

**Title IV Aid**

Kentucky Technical University does not currently participate in federal education programs often referred to as Title 4 Loans.

Title IV funds include Direct Subsidized/Unsubsidized Loan, Direct Graduate PLUS Loan, Direct PLUS Loan, Federal Pell Grant, Federal Supplemental Educational.

KTU does not participate with any local or state secondary education funding programs at this time. If a third party wishes to fund your study at KTU we are happy to work with them but ultimately the student is responsible for all fees and tuition incurred regardless of any promises made by third parties on the student's behalf.

Payments may be made online through the Bursar's website or by check, with the student's ID number included in the memo, by mail sent to:

KTUC Bursar, 1355 Bardstown Rd, 149, Louisville KY 40204

The University will work with third party payers, so long as it does not increase the university's administrative burden beyond existing requirements set by the Commonwealth of Kentucky.

Initial below if you understand and agree to the statement:

\_\_\_\_\_ **Refunds:**

- Students with a withdrawal date up through the completion of 60% of a term are eligible for a refund of a prorated portion of tuition.
- Students with a withdrawal date occurring after 60% of the term is completed are not eligible for a refund. The admission application fee, any resource fee, and program specific fees are non-refundable, unless otherwise noted in this document.
- Refunds must be requested within 60 days of withdrawal. Refunds will be credited back to the original payment method, unless the original method was cash. All cash will be refunded via check.
- Students expelled or suspended are not eligible for refunds.

**Adjustment of Charges, Monies Paid in Advance**

If the student is not accepted, all monies paid in advance shall be refunded. If the student is accepted and then cancels before classes begin, all monies paid in advance shall be refunded. If the student is accepted and subsequently starts, he/she is subject to the Cancellation of Enrollment Policy. This policy is available for review at the <https://kytech.university> site.

\_\_\_\_\_ **Reviewed Policy:** The student acknowledges that they have reviewed the Cancellation of Enrollment Policy

**Course Catalogue:**

\_\_\_\_\_ **Reviewed Catalogue:** The student has been provided a free digital copy of the KTUC Course Catalogue



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and agrees to all provisions included in the document.

**Additional Policies Acceptance:**

The student has reviewed the following KTUC Policies and accepts to be bound by these policies:

\_\_\_\_ Student Code of Conduct    \_\_\_\_ Sexual Violence Policy    \_\_\_\_ Email And Network Resources Use Policy

\_\_\_\_ Disclosure and Management of Conflicts of Interest

\_\_\_\_ Zero Tolerance of Hate Speech, Threats, Violence or Weapons

\_\_\_\_ Diversity and Inclusion

**Enrollment Agreement**

**I understand the provisions and accept all of the policies noted in this agreement of enrollment at Kentucky Technical University as published and made available to me as of the date of this agreement.**

**If the Course Catalogue is updated or altered I understand I am responsible for fully reviewing the changes after receiving a digital copy from KTU Administration.**

**I give the University permission to use my work and image in promotional materials and for the benefit of other students if determined of value to the university community without royalty.**

**Signature**

**Date**