

Wisconsin Statutes mandate a uniform refund policy for tuition and fees for all Wisconsin Technical College System (WTCS) colleges. Wisconsin Administrative Code outlines standard procedures and refund percentages applicable to all institutions in the WTCS.

The Blackhawk Technical College District shall refund tuition and fees, except where superseded by federal law, in accordance with the provisions of Wisconsin Administrative Code TCS 10.08 and any corresponding provisions of future or amended laws and regulations governing refunds to WTCS students. When BTC cancels or discontinues a course any applicable refund will be initiated by the College and issued directly to the student. In all other situations, the student must request a refund in writing before a refund will be processed.

For student-initiated refunds, the College shall also implement and maintain administrative processes to ensure the issuance of refunds to students in a timely manner and to ensure proper accounting of refund disbursements.

The College shall charge a processing fee, equal to five percent (5.0%) of the refund amount, which will be deducted from the amount refunded.

Students have the right to appeal any refund decision using the established Student Complaint/Grievance procedures. The College shall communicate annually with students informing them of the refund process and appeal procedures. Appropriate communication shall include, but not be limited to, the College Catalog, Student Handbook/Calendar, student orientation sessions, etc.

In certain extenuating circumstances, the President/District Director or his/her designee may authorize exceptions to this policy. All exceptions shall be approved and documented in writing.

Reference: Wisconsin Statutes Chapter 38.24(2)
Wisconsin Administrative Code, TCS 10.08

Policy Adopted: May 1977
Revised: March 20, 2002; October 19, 2005; January 16, 2008
Reviewed: April 21, 2010