

**TO LOCATE THE 100% REFUND DATE/TUITION DUE DATE GO TO:**

[https://henderson.kctcs.edu/en/Academics/Academic\\_Calendar.aspx](https://henderson.kctcs.edu/en/Academics/Academic_Calendar.aspx)

**Once you register for classes, you become FINANCIALLY OBLIGATED - even if you never attend!**

**YOU MUST OFFICIALLY WITHDRAW BY THE 100% REFUND DATE & TUITION DUE DATE LISTED FOR EACH SESSION IN THE ACADEMIC CALENDAR TO RECEIVE A FULL REFUND.**

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**YOU MAY BE CANCELLED FOR NON-PAYMENT IF YOU HAVE NOT:**

- 1. Completed requirements for Financial Aid and/or accepted your Student Loan (if applicable) by the FINANCIAL AID PRIORITY DEADLINE DATE each semester**  
-OR-
  - 2. Register for the NELNET payment plan via Student Self-Service (use Internet Explorer)**  
-OR-
  - 3. Paid your bill in full**
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**To pay your bill:**

- **ONLINE:** Log on to **Student Self-Service** and click on the **Make a payment** link from your Student Center homepage. Follow the instructions to make a payment using credit/debit card or e-check. (Visa, MasterCard, American Express or Discover).
- **NELNET PAYMENT PLAN: **\*\*Use Internet Explorer\*\*****
  - Log on to **Self-Service**>**Click Account Inquiry**>click **Setup Payment Plan**.
- **IN PERSON:** Business Office located in the Administration Building, Room 111.
- **BY PHONE:** Visa, MasterCard, American Express or Discover (270) 831-9622.
- **BY MAIL:** HCC Business Office, 2660 South Green Street, Henderson, KY 42420. **MAILED PAYMENTS MUST BE RECEIVED ON OR BEFORE THE DEADLINE DATE TO PAY.**

**To access your Financial Aid, Student Loans, Grants and Scholarships:**

- Log onto **Student Self-Service** and click on the **View Financial Aid** link, then click on your current aid year.
- Choose your award summary for the current semester.
- Student loans must be requested. Click on the **Loan Request** link and follow the instructions.
- The amounts listed are **ANTICIPATED** and are subject to change if enrolled in a less than full time status.
- **Contact the 24/7 Go KCTCS! Student Services Center at (855) 464-2244 if you have financial aid questions.**