CAMPUS LOCATION
The Bowling Green, KY campus is located at:
1751 Scottsville Road, Suite 1
Bowling Green, KY
Telephone Number: (270) 796-2052
Fax Number: (270) 796-2059

STATE LICENSURE
Ross Medical Education Center, Bowling Green, KY is licensed by:
Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303
500 Mero Street
Frankfort, KY 40601
(502) 564-4185

FACILITIES
Ross Medical Education Center – Bowling Green, KY is a non-main campus accredited by the Accrediting Bureau of Health Education Schools. It is an additional location of Ross Medical Education Center – Flint, MI. The Bowling Green campus opened in 2012. The facility occupies a total of 10,400 square feet. Approximately 3,780 square feet is designated for classroom use; 2 computer/lecture rooms and 2 clinical/lab rooms.

CANCELLATION & REFUND POLICY
(A) An applicant may cancel an enrollment at any time before the commencement of class.
(B) An applicant rejected by the school shall be entitled to a refund of all monies paid. All refunds shall be returned within 30 days.
(C) All monies paid by an applicant will be refunded if requested within three business days after signing an enrollment agreement.
(D) An applicant subsequently requesting cancellation prior to class start shall be entitled to a refund of all monies paid minus a registration fee of $60. Also, students who have not visited the school facility prior to enrollment will have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or following a tour of the school facilities and inspection of equipment.
(E) If a student enrolls but does not begin classes, Ross Medical Education Center will refund all monies except a registration fee of $60.
(F) Attendance on any day within a calendar week will constitute a full week of attendance. Refunds will be made within 30 days of the date of cancellation or termination. Refunds will be calculated as of the last day of actual attendance.
(G) Special cases. In case of prolonged illness or accident, death in the family or other circumstances that make it impractical to complete the program, the school may make a settlement which is reasonable and fair to both parties.

After a student starts school, they will be obligated for tuition payments as follows:

For a Student who Terminates Ross Will Refund

1. within the first 10% of the program 90% of the program cost excluding $100 administrative fee
2. within the first 20% of the program 80% of the program cost excluding $100 administrative fee
3. within the first 30% of the program 70% of the program cost excluding $100 administrative fee
4. within the first 40% of the program 60% of the program cost excluding $100 administrative fee
5. within the first 50% of the program 50% of the program cost excluding $100 administrative fee
6. within the first 60% of the program 40% of the program cost excluding $100 administrative fee
7. after 60% of the program 0% of the program cost

RETURN OF TITLE IV FUNDS
For any student terminating from the program after entering the school and before completing at least 60% of the payment period, the statutory RETURN OF TITLE IV FUNDS policy will be implemented to calculate the amount of financial aid funds earned by the student during his/her enrollment. Sample worksheets used to calculate the policy are available upon request.

The institution will calculate the amount of Title IV aid that was earned based upon a payment period basis. Refunds will continue to be calculated by the enrollment period. The institution will determine:

1. The Title IV Aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by that student.
3. The amount of Title IV aid earned by that student.
4. The total Title IV aid to be disbursed or returned.

The student will be obligated for any tuition, fees, books or equipment not covered by Title IV funds. To begin the withdrawal process, a student should contact the Campus Director. This procedure will enable Ross Medical Education Center to apply the maximum possible earned Title IV aid to institutional charges.

STUDENT CONCERNS/COMPLAINTS PROCEDURE
A copy of the Student Guidelines is issued to each student at enrollment. These guidelines contain the appropriate procedures for addressing suggestions, concerns, or complaints. Students must follow the established procedures in order to resolve their concerns. If, after all Ross avenues are exhausted, the student is not satisfied, the student may consider contacting the appropriate State Regulatory Agency.
Please direct all inquiries to:

Kentucky Commission on Proprietary Education
Capital Plaza Tower, Room 303
500 Mero Street
Frankfort, KY 40601
www.kcpe.ky.gov

ADMINISTRATIVE STAFF & FACULTY
The following is a list of administrative staff and faculty members employed by the campus as of the date of this catalog addendum:

**ADMINISTRATIVE STAFF:**
Sharon Wooten, Campus Director
BA, Western Kentucky University

Christian Leonard, Assistant Campus Director of Education
Registered Medical Assistant (RMA)
AS, Draughons Junior College-Medical Assisting

Kathy Conrad, Assistant Director of Admissions

Rachael Finn, Admissions Representative
BA, Western Kentucky University

Ashley Aaron, Financial Aid Student Support Representative
BS, Purdue University

Natalie Watt, Office Assistant

**LEAD FACULTY:**
*Wendy Underwood, Certified Pharmacy Technician (CPhT)*
AS, Western Kentucky University – General Studies
BS, Western Kentucky University – Public Health

**FACULTY:**
**Fannie Anders**
AS, Western Kentucky University – Health Information Management

**Cathryn Browning, Registered Nurse (RN)**
AS, Kentucky Technical School – Nursing
Diploma, Bowling Green Technical College – Dental Assisting

**Kim Byker,**
Diploma, Professional Careers Institute-Medical Assisting

**Sarah Budde, Registered Nurse (RN), St. Elizabeth School of Nursing**
BA, Western Kentucky University- General Studies
MBA, Western Kentucky University- Adult Education

**Melissa Hardin, Registered Medical Assistant (RMA)**
Diploma, Draughons Jr. College – Medical Assisting

**Christen Johnson**
Diploma, Kentucky Technical School – Medical Assisting

**Tammi Sublett, Registered Nurse (RN)**
BA, Western Kentucky University – Nursing
BS, Kentucky State University – Computer Science

**Stephanie Salings, Registered Nurse (RN)**
AS, Western Kentucky University—Nursing

**TEACHER'S ASSISTANTS/SUBSTITUTES:**

**Amanda Long**
Diploma, Draughons Jr. College – Medical Assisting

* Full-time faculty member
** Part-time/adjunct faculty member

Full-time faculty includes Lead Faculty members and employees who teach two or more sessions, or the recognized equivalent.