

MEMORANDUM

To: All licensed Cosmetology Schools in Kentucky

From: Joni Upchurch, Executive Director

Date: December 22, 2025

Re: Student Enrollment Correction

Dear School Administrators,

Previously KBC offered a PDF document upload for student enrollment corrections; this information was shared with all school administrators October 2025.

KBC has since implemented a new feature called **Student Enrollment Correction** located on your student's enrollment record through the school portal. This feature must be used when a school administrator has mis-keyed, misspelled or entered incorrect information during the enrollment.

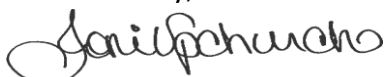
To locate the application for student enrollment corrections:

1. Choose the students record you wish to update
2. Click the ellipsis (three dots) to right of the student's name
3. Select **Student Enrollment Correction**
4. **\$15.00** fee will be applied to each correction application submitted

Student Enrollment corrections do not apply to failure validate documentation or failure to report student hours and information.

If you have any questions or concerns, email our team at kbc@ky.gov and it will be our pleasure to assist you.

Sincerely,

A handwritten signature in black ink that reads "Joni Upchurch".

Joni Upchurch
Executive Director