



Name of Policy: Tuition and Fees Payment Deadlines
Source: Business Office
Form to Complete: N/A

### **Policy:**

Tuition and fees plus residence hall and other campus housing charges, if applicable, are to be paid in full or a valid payment plan must be in place and current, 17 calendar days prior to the first day of the fall semester; typically, late July or early August. **Tuition and fee deadline dates are published in the annual academic calendar, available on the KCAI website at <http://kcai.edu/kcai-students/>.**

Tuition and fees plus residence hall charges and other campus housing charges, if applicable, are to be paid in full or a valid payment plan must be in place and current, 17 calendar days prior to the first day of the spring semester; typically, January 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>. **Tuition and fee deadline dates are published in the annual academic calendar, available on the KCAI website at <http://kcai.edu/kcai-students/>.** A valid payment plan is an approved deferred payment plan with Tuition Management Systems (TMS). Information about TMS can be found at <https://kcai.afford.com/>.

It is the sole responsibility of students to access their tuition and fee account on [MyKCAI](#) and meet all financial deadlines as published in this policy and the [KCAI Academic Calendar](#). Any prepayment or financial aid received will be reflected in the statement of tuition and fees, provided all financial aid requirements are met.

If payment in full is not received or a valid payment plan is not in place and current by the payment due date, the student forfeits registration and may be dropped from classes and incur a \$200 late fee. Once tuition and fees are paid, the student may re-register for classes. However, when re-registering, KCAI cannot guarantee that spaces in classes are available as class availability may be limited at that time.

If the student is delinquent in fulfilling semester payment plans and/or if the student has a past-due balance, a hold will be placed on the student's account. The hold will prohibit the student from registering for future semesters, and may also include the inability to receive Official Transcripts or a Diploma from KCAI.

Students who find it necessary to withdraw from the college before the completion of the semester should follow the KCAI withdrawal/refund policy.