



Name of Policy: Total Withdrawal and Leave of Absence
Source: Academic Affairs, Business Office and Financial Aid
Date Revised: July 2020
Form to Complete: Total Withdrawal/Leave of Absence Form; see the Registrar to initiate

Policy:

Completing the formal leave of absence process officially withdraws students from the college and withdrawal notification will be sent to appropriate campus offices/departments.

Students who complete the formal withdrawal process automatically qualify for a Leave of Absence. A Leave of Absence allows undergraduate students to be away from KCAI for up to four regular semesters (2 years) and return through an expedited readmission process. In most cases, institutional scholarships and some types of funding will remain available to students upon their return to KCAI.

Students experiencing an emergency personal circumstance, and/or unforeseen illness or injury may qualify to apply for a request for withdrawal due to hardship. The policy is available online on the policy library (https://mykcai.kcai.edu/ICS/Campus_Policies/).

It is recommended that ALL students meet with a representative from AACCS, the Business Office, and Financial Aid prior to leaving KCAI.

Students in KCAI's Barbara Marshall Residence Hall MUST meet with the Campus Activities and Housing Coordinator.

F-1 international students MUST meet with the PDSO.

ENROLLMENT CHANGES AND TUITION ADJUSTMENTS

The business office will make applicable tuition adjustments to student accounts after receiving formal withdrawal notification from the registrar's office.

Adjustments will be calculated according to the posted KCAI refund schedule using the official withdrawal notification date.

WITHDRAWAL REFUNDS

According to federal policy, withdrawal refunds are determined by the earliest of either the date students officially notify KCAI that they are withdrawing or the last date of verified attendance.

FEDERAL REFUND POLICY

For students who are eligible and receive federal financial aid the federal refund policy applies. The federal refund policy can be viewed at:

<http://kcai.edu/financial-aid-scholarships/deadlines-and-policies/>

Student loan borrowers are given a six month grace period on their federal direct loans as well as private alternative loans before they enter repayment. During this time, your loan servicer or private lender will not require you to make any payments. For federal direct loans, if you go back to school at least half time BEFORE the end of your six month grace period has expired, you will receive an additional six month grace period upon graduation. There are additional deferment or forbearance options available if you enter the repayment period. For additional information on student loan repayment, deferment, or forbearance options, visit: <https://studentaid.gov/manage-loans/repayment>. Please contact your private loan lender to inquire if they offer any repayment relief options. For additional assistance please contact the [Financial Aid Office](#).

All unpaid tuition and fees are students' responsibility and must be paid. All college property in students' possession, including library materials and studio-related equipment, must be returned or students will be billed the cost of replacement. Official college records including transcripts and diplomas will not be released until all unpaid balances have been paid in full.

If students withdraw between the sixth day of class and the 11th week of classes, then students' transcripts will be marked with "W" for withdrawal for the semester. After the 11th week of classes, students are responsible for all course requirements.

A withdrawal from all course work is a withdrawal from KCAI. Withdrawn students no longer have student status or access to facilities and activities.

If further information is needed or to get information about returning to KCAI, please contact the Registrar at registrar@kcai.edu or (816) 802-3569.

After students withdraw, an exit survey will be sent to their email address. Please take the time to provide feedback. To access the survey now, visit:

<https://www.surveymonkey.com/r/kcaiwithdraw>