



Name of Policy: Tuition and Fees Refund/ Total Withdraw
Source: Financial Aid and the Business Office
Form to Complete: N/A

**Policy:**

According to federal regulations, KCAI must use the withdrawal date for refund calculations as "either the date the student officially notifies the school that they are withdrawing or the last date of class attendance that the school can document." The Kansas City Art Institute has adopted the following withdrawal policy to establish charges based on the amount of time completed in the enrollment period.

Tuition refund policy

- Before 5 pm on the last day of the add/drop period: 100%
- Before 5 pm on Friday of the second week of class: 75%
- Before 5 pm on Friday of the third week of class: 50%
- Before 5 pm on Friday of the fourth week of class: 25%
- Anytime after the beginning of the fifth week of class there will be no refund given.

Fee refund policy

- In all cases of withdrawal, no fees will be refunded.

Federal refund policy

For those students who are eligible and receive federal financial aid, the following federal refund policy applies. The focus of the policy is to return the unearned portion of the federal financial aid for the enrollment period. The refund will be calculated based on the date you begin the official withdrawal process, the last date of the documented attendance or, for an unofficial withdrawal, the mid-point of the term or the last documented date of attendance. If a student withdraws from school on or before 60% of the term is complete, then the percentage of unearned Title IV federal aid shall be returned by the school and possibly by the student.

The following distribution of returned funds is as follows:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan Federal PLUS Loan
4. Federal Pell Grant FSEOG (Federal Supplemental Educational Opportunity Grant)
5. Other Title IV aid programs
6. Other federal sources
7. State, private, or institutional aid

## **THE STUDENT'S ROLE**

Students must complete all withdrawal procedures to be eligible for a refund. In all cases of withdrawal, no fees will be refunded. Financial aid recipients may be required to return all or a portion of financial assistance (federal and/or institutional aid) received if they withdraw from school during the semester, which may result in a balance due from the student. The Financial Aid Office will perform the required R2T4 (Return of Title IV Aid) calculation to determine the amount of federal aid that must be returned. An R2T4 email notification will be sent to the student's KCAI and personal email accounts notifying the student the amount of federal aid they were eligible to retain and/or the amounts to be returned. KCAI will return both the school and student repayment amounts to the Department of Education. The student will be contacted by the Business Office and allowed to set up a satisfactory payment plan to pay any balance due as a result of the federal aid return. KCAI will not release an official transcript until the balance has been paid in full.

### **Procedure:**

Students must complete all withdrawal procedures to be eligible for a refund. In all cases of withdrawal, no fees will be refunded. Financial aid recipients may be required to return all or a portion of financial assistance received if they withdraw from school during the semester, which may result in a balance due by the student. If students are called by the Reserves into active duty, they may request a refund. Students withdrawing due to personal extenuating circumstances or medical issues may request a [withdrawal due to hardship](#) (through the 6<sup>th</sup> week of

classes). No reduction in liability is available to students who withdraw from the Institute except when approval is given by the proper authorities or in previously cited instances. Check registration schedules and the KCAI calendar for exact liability deadline dates each semester. Withdrawal from courses does not automatically cancel housing or meal plans. It is the responsibility of residents in the Barbara Marshall Residence Hall or other campus housing to notify the Assistant Dean of Students or Assistant Director of Housing and Student Activities of their intent to withdraw from KCAI as penalties for housing and meal plans may be calculated based on the move out date. Review the campus [Meal Plan Policy](#) for information regarding refunds for meal plan dollars, dining dollars.