

Corps, and other sponsors. Students are required to complete a Third-Party Notification Form online through Workday annually.

5. **Payment Plan:** KCU offers a four-month payment plan at a flat rate of \$100 per plan. This fee is added to the payment plan eligible balance. Students are eligible to self-enroll in a payment plan once charges have been assessed. An installment breakdown is provided at the time of sign up. The first installment payment is due prior to the first day of class. Failure to make the first payment by the tuition due date and/or failure to make the final payment by the date specified in the payment plan may result in a late fee or a hold being applied to the account.

Past Due Balances, Late Fees, and Holds

Tuition and fees are due and payable prior to the first day of the term, unless the student has an approved tuition payment plan, third-party payment, or accepted financial aid sufficient to cover the balance due.

Students with past due balances will be assessed a late fee of \$150.

Past due accounts are subject to holds from the Office of Student Accounts that may result in loss of account access and ineligibility for future enrollment.

Returned Payments

Should KCU be notified by its banking institution that a payment has been returned for any reason, the original payment will be reversed, and a \$20 returned payment fee will be added to the student's account. If the reversal of the receipt or returned payment fee causes the account to be past due, normal account collection procedures will apply.

Students are notified via email regarding returned payments and associated charges. This notification will include instructions on how to repay the amount due plus the fee.

If an account reflects a history or several returned payments, KCU will first work with the student to identify the issue. If the matter remains unresolved, KCU may revoke the right for the student to pay via check or e-check (ACH).

Refund Policies

Program Withdrawal Policy

Any student wishing to withdraw from all courses and leave the University must follow the process as outlined in the Drop or Withdrawal from the University section of the catalog.

Tuition & Fee Refund Policy

Tuition and mandatory fees are assessed each academic period. Mandatory fees are not eligible for refund after the start of classes.

Students may be eligible for tuition refunds based on the effective date of separation.

If the separation effective date is on or before the program-specific drop deadline, the student will receive a full charge adjustment on eligible tuition charges.

Students separating from the University after the program-specific drop deadline, but prior to completing 60 percent of the academic period, may receive a tuition charge adjustment. Charge adjustments are based on the percentage of period completed. Students completing 60 percent or more of the academic period are not eligible for tuition charge adjustments.

Students enrolling in intersession courses may be eligible for charge adjustments depending on the effective date of the separation. If the effective separation date is on or before the first day of the course, the student is eligible for a full charge adjustment. If the effective separation date is the second or third calendar day of the course, the student will receive a 50 percent charge adjustment. If the effective separation date is after the third calendar date, the student will not receive a charge adjustment.

KCU scholarships are not eligible for a refund and are not prorated based on percent of completion.

Students with an outstanding balance after separation are subject to Outstanding Balance Holds. Outstanding balance holds may prevent students from receiving their diploma or registration for future coursework.

See the Enrollment, Registration, & Separation policy section for published drop deadlines.

Title IV Institutional Refund & Return to Title IV Policy

The Title IV Institutional Refund & Return to Title IV Policy applies to all students who have utilized federal Title IV funding and, on or after the first day of the term, withdraw, stop attending all classes, go on an approved leave of absence, or are suspended, or dismissed from the University during a term; students are advised to review the policy on the Student Financial Aid section prior to separating from the University.

Finance Appeals Committee

Students wishing to appeal any charges to their student account, the amount of their refund, or any matters having to do with their student account with the Office of Student Accounts may request to submit an appeal to the Finance Appeals Committee (FAC). The FAC is a staff-led committee that includes representation from the offices of Financial Aid, Student Accounts/Finance, and Student Services.

Students must notify the University of their desire to have a matter reviewed by emailing their appeal to studentaccounts@kansascity.edu.