

Name of Policy: Administrative Withdrawal Due to Non-Attendance
Source: Student Affairs, Business Office, and Financial Aid
Date Revised: June 2017
Form to Complete: N/A

**Policy:**

An administrative complete withdrawal from KCAI is processed if a student ceases to attend ALL registered classes and ceases to communicate with college officials for a period of 14 calendar days at any point during the fall or spring semester.

If it is determined that a student ceases to attend prior to the withdrawal deadline for the semester (11th week of class), a grade of W (withdrawn) will be issued for each class.

If it is determined that a student ceases to attend after the withdrawal deadline (11th week of class), a grade of F (failed) will be issued for each class.

Financial aid recipients (federal, institutional and/or state) who are administratively withdrawn from KCAI after beginning attendance will be subject to Title IV and KCAI institutional refund policies:

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

All unpaid tuition and fees are a student's responsibility; in addition, all college property in a student's possession, including library materials and studio-related equipment must be returned or students will be billed. Students residing in the Living Center must make arrangements to vacate the building with the Assistant Dean of Students and charges will incur until the student has officially removed their belongings and checked out as directed. The Assistant Dean of Students, or designee, will notify the Business Office of the last date in the Living Center and applicable charges.

Students who have been administratively withdrawn from the college for non-attendance, but wish to return to KCAI, must reapply and meet all admissions criteria in place at that time.