

Name of Policy: Total Withdrawal and Leave of Absence
Source: Student Affairs and Academic Affairs
Date Revised: November 2017
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.

Undergraduate 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.

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 Living Center MUST meet with the Campus Activities and Housing Coordinator.

F-1 international students MUST meet with the International Student Advisor.

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://www.kcai.edu/cost-financing/deadlines-policies>

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.

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 Withdrawn students no longer have student status or access to facilities and activities.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/kcaiwthdraw>

