

Name of Policy: Total Withdrawal and Leave of Absence
Source: Student Affairs and Academic Affairs
Date Revised: March 2018
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://artnet.kcai.edu/student-policy-library>).

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 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://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/kcaiwithdraw>

# Total Withdrawal/Leave of Absence Form

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Student ID#

Class Level (circle one): Freshman      Sophomore      Junior      Senior				Major/Minor/Certificate Program(s):
KCAI Email:			Personal Email:	
Cell Phone:			Alternate Phone:	
Local Address (house/apt. number, city, state and zip):				
Permanent Address (house/apt. number, city, state and zip): <input type="checkbox"/> Parent's address <input type="checkbox"/> Mother's address <input type="checkbox"/> Father's address <input type="checkbox"/> Other				

When are you withdrawing? NOW: _____ Current semester/year	<b>OR</b>	AFTER THE SEMESTER ENDS: _____ Next semester/year		
Reason for Withdrawal (circle one primary reason):	Financial	Academic	Educational/Career Goals Have Changed	Health
	Homesickness	Dissatisfaction with KCAI	Moving	Other
Please provide a brief explanation: _____				
After leaving KCAI I plan to:	<input type="checkbox"/> Return to KCAI – Tentative semester of return:	Fall	Spring	Summer 20_____
	<input type="checkbox"/> Transfer – New School: _____	Program of study: _____		
	<input type="checkbox"/> Other – Please explain: _____			

By signing below, I understand that my withdrawal may have an impact on:

- My enrollment status, federal, state and institutional grants, loans, scholarships, and third-party loans
- My Satisfactory Academic Progress (SAP)
- My student account – Veterans Educational Benefits and F-1 Student Visa status

I further understand that if I am withdrawing from all undergraduate coursework during a currently enrolled semester, but am planning to return to school or if I want to take a leave, I can return within four semesters through an expedited readmission process. In order to reenroll in an undergraduate program after more than four semesters, I must submit updated application materials.

I also understand that all unpaid tuition and fees are my responsibility and I must return all college property in my possession or I will be billed the cost of replacement.

I have read and understand the withdrawal policy and student responsibilities and have been provided information on withdrawing from KCAI, Leave of Absence, and information on applying for readmission.

I understand that I should meet with AACCS, Business Office, and Financial Aid as part of my withdrawal process. If I reside in the KCAI Living Center, I MUST meet with the Campus Activities and Housing Coordinator. If I am an F-1 International student, I MUST meet with my international student advisor.

\_\_\_\_\_  
Student Signature

I have received page 1 of this form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Registrar Signature

\_\_\_\_\_  
Date

OFFICE USE ONLY:

LDA \_\_\_\_\_ Jenzabar update completed \_\_\_\_\_ Update completed by \_\_\_\_\_ Exit survey sent \_\_\_\_\_