Policy:

All tuition and fees plus living center charges, if applicable, are due in full, or a valid payment plan must be in place, 10 calendar days prior to the first day of the semester. A statement of tuition and fees will be mailed to registered student’s legal home permanent address on file, approximately six weeks before the start of the semester. A valid payment plan is an approved deferred payment plan with Tuition Management Systems (TMS) – Student Service Center, www.afford.com.

If payment in full is not received or a valid payment plan is not in place 10 calendar days prior to the first day of the semester, the student forfeits registration and may be dropped from classes. A member of the Student Affairs staff will notify the student of their pending drop and seek remediation with the student. Once fees are paid, the student may re-register for classes. However, when re-registering, KCAI cannot guarantee that spaces in classes are available as class availability may be limited at that time.

Any prepayment or financial aid received will be reflected in the statement of tuition and fees, provided all financial aid requirements are met.

If the student is delinquent in fulfilling payment plans and/or if the student has a past-due balance, a hold will be placed on the student’s account. The hold will prohibit the student from registering for future semesters, and may also include the inability to receive transcripts or a diploma from KCAI.

The student may be subject to an additional fee for late enrollment if registering for classes after 10 calendar days prior to the first day of the semester.