

Name of Policy: Tuition and Fees Payment Deadlines
Source: Business Office and Academic Affairs
Date Revised: reviewed June 2017
Form to Complete: N/A

**Policy:**

Tuition and fees plus Living Center charges, if applicable, are to be paid in full or a valid payment plan must be in place and current, 17 calendar days prior to the first day of the fall semester. Tuition and fees plus Living Center charges, if applicable, are to be paid in full or a valid payment plan must be in place and current the day administration returns from winter holiday break prior to the first day of the spring semester; typically January 2<sup>nd</sup>, 3<sup>rd</sup>, or 4<sup>th</sup>. A valid payment plan is an approved deferred payment plan with Tuition Management Systems (TMS). Information about TMS can be found at [www.afford.com](http://www.afford.com).

It is the sole responsibility of students to access their tuition and fee account on [MyKCAI](#) and meet all financial deadlines as published in this policy and the KCAI Academic Calendar (refer to [www.kcai.edu](http://www.kcai.edu)). Any prepayment or financial aid received will be reflected in the statement of tuition and fees, provided all financial aid requirements are met.

If payment in full is not received or a valid payment plan is not in place and current by the payment due date, the student forfeits registration and may be dropped from classes. 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.

If the student is delinquent in fulfilling semester 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.

Students who do not complete the financial aid process (if applicable), register for classes, and ensure their student tuition and fee account balance is paid in full or a valid payment plan is in place and current by the payment due date will be assessed a late fee of \$200. Students who find it necessary to withdraw from the college before the completion of the semester should follow the KCAI withdrawal/refund policy.