

Account Payments/Tuition & Fee Refund Policy

Payment of Tuition and Fees

Students receive a detailed invoice approximately three weeks prior to the start of classes. The College offers three payment options:

A. Semester payment - Full payment of the semester charges no finance charges are incurred if received in the Cashier's Office on or before the first day of class. Cash, check, money order, ACH & major credit card payments are accepted. Convenience fees for card payments will apply. On line payments can be made at <https://kwc.edu/bill-payment/>

B. Monthly payment plan – External tuition financing plans are available to assist students and families in meeting educational expenses by offering a low-cost, interest-free payment plan for the fall and spring semesters only. To take advantage of this plan, simply go to <https://mycollegepaymentplan.com/kwc/> for more information or to complete your enrollment. Payment plan enrollees will make monthly payments directly to the payment plan company per their guidelines. Students who fall behind in two monthly payments will be subject to plan cancellation and the account will be re-classified as following the Deferred Payment process.

C. Deferred payment – The total balance is due by the mid-semester date. A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances except for the months of August and January. Any balance due after the mid-semester date is classified as delinquent. Current transcripts are not permitted to be issued for a delinquent accounts of any amount. Delinquent accounts may also not be allowed to register for future terms. If internal collection efforts are unsuccessful, professional external collections agencies will be utilized and students are responsible for all interest, collection, legal fees and attorney costs incurred.

Process for Registering/Cancelling Registrations for students with Delinquent Balances

Students with a delinquent balance (balance still due after mid-semester date) **will be not be allowed to register for the next upcoming semester, if their balance is over \$1000 and will have a transcript hold put in place until the balance issue is resolved**

1. The delinquent account balance has been reduced to less than \$1000 or less and by doing so assumes responsibility to pay the remaining balance in full by Mid-Term of the upcoming semester or

Paying Prior Year Charges with Federal Student Aid Funds

Federal Student Aid (FSA) funds may only be used to pay for the student's costs for the period for which the funds are provided. However, a school may opt to use current-year funds to satisfy prior award year charges for tuition and fees, room, or board (and with permission, educationally related charges) for a total of not more than \$200. A school may not pay prior year student charges in excess of \$200 with FSA funds.

Approximate Dates for registration periods:

During Fall term – Spring Registration begins (typically mid-Oct)

During Spring term – Summer and Fall Registration begins (typically mid-March).

Student Notification:

Students also notified of the registration hold policy via the policy published in the annual Academic Bulletin

Refund Policy – Withdrawal from the College

By electing to register for courses at Kentucky Wesleyan College, students become financially liable for all associated tuition and fees required for that semester on the first day of the semester. If a student decides they do not wish to attend Kentucky Wesleyan College after registering for a semester, they must officially withdraw PRIOR to the first day of the semester to avoid charges or a withdrawal fee.

All students withdrawing from Kentucky Wesleyan College on or after the first day of the semester will be charged a \$100 processing fee.

Students may withdraw from the College prior to the first day of a semester without incurring tuition, fees, room, board or course fee charges for that semester. The “official date of withdrawal” is the date the student contacts the Registrar’s Office. If the student has ceased to attend classes for greater than a two- week period, then the date of the last academically related event will be used for the withdrawal date. To withdraw from KWC, the appropriate electronic form must be submitted. A percentage adjustment of charges and financial aid, based on the number of semester calendar days the student was enrolled (first day of the semester until the official date of withdrawal) will be made. If a student has attended classes over 60 percent of the calendar days in a semester, no adjustments of charges or financial aid will be made on student accounts for a withdrawal.

Charges that are eligible for refund calculation upon official withdrawal include tuition, room and board. THE COST OF BOOKS, AND ALL OTHER FEES ARE NOT ELIGIBLE FOR ADJUSTMENT.

If a registered student never attends a class in that semester at Kentucky Wesleyan College, they must notify the Academic Dean’s Office by the 60% semester date outlined in the academic calendar in order for their charges to be adjusted. If the student notifies the Academic Dean’s Office by the 60% date and the College can verify that the student never attended a classes in that semester, all tuition and fee charges, as well as financial aid, will be reversed and the student will be charged a \$100 withdrawal fee. If a registered student never attends a class in that semester and DOES NOT notify the Academic Dean’s Office by the 60% date to withdraw from the College, all tuition and fee charges will remain on the student’s account, however, the student will receive NO financial aid, and the student will be responsible for paying the entire account balance.

Unofficial Withdrawal Policy

For a student with all failing grades in all enrolled courses of a semester and for a student who only attends classes for part of a semester, an unofficial withdrawal date may be designated as the date of the student’s last academic event (class attendance, work turned in, etc.). This date is determined by the Financial Aid Director and the student’s professors and will be used to adjust the student’s financial aid. If a student receives all failing grades for all enrolled courses in a semester or only attends classes for part of a semester (an unofficial withdrawal), no adjustment to charges will be made.

Per federal regulations, students must **ATTEND** classes in that semester in order to be eligible for financial aid for that semester. Students who are enrolled in online courses must **PARTICIPATE** in order to receive financial aid. Simply logging into a course is not considered participation.

Federal Title IV financial aid must be refunded according to U.S. Department of Education guidelines and formulas. Any funds received under the Federal Work-Study program are not required to be refunded. The order in which Title IV program funds are returned is as follows:

Unsubsidized Loans

Subsidized Loans

Federal Perkins Loans

PLUS (parent) Loans

Federal Pell Grant

Federal Supplemental Grant (FSEOG)

Other Title IV Aid

The percentage of charges and financial aid adjustments are determined by the percentage of the semester calendar days the student has been enrolled. The percentage of the semester calendar days the student has been enrolled is based on the first day of the semester until the official withdrawal date, divided by the total calendar days in the semester. Scheduled breaks of five successive calendar days or more are excluded from the calculation of calendar days in a semester.

Example – ADJUSTMENT OF CHARGES If the student has been enrolled 20 days (first day of the semester until the 20th calendar day of the semester) and the total calendar days in the semester equals 105, then 19 percent (20/105) of the term has been completed. The student will be assessed for 19 percent of the charges eligible for adjustment/reduction. In this example, eligible charges and financial assistance would be reduced by 81 percent. Charges not eligible for adjustment will remain at 100 percent.

Example – NO ADJUSTMENT OF CHARGES If a student has been enrolled 63 semester calendar days of the total 105 semester calendar days, NO reduction in charges or financial aid assistance would occur because 60 percent or more of the semester calendar days have been completed.

PLEASE NOTE: If a student withdraws from the College after the close of the semester, no financial aid or charge adjustments will be made to the student's account.

For more information regarding the adjustment of charges and financial aid upon withdrawal from the college, please contact the Financial Aid Office or the Cashier's Office.

Refund Policy – Changes in Credit Hours/Housing/Fees

Students dropping enrollment status from full-time to part-time and part-time students dropping credit hours will NOT have their tuition and fees adjusted unless the drop form is completed and submitted to the Registrar's Office by the add/drop deadline. Once this deadline has passed, all tuition & fees and related course and lab fees will remain on the student's account.

After the 60 percent date, no housing or room change refunds will be made.

Collections/Enrollment Policy

Any student, whose account has been turned over to collections at any point during the life of the account, will be required to pay in full at registration for tuition, room, board and any related fees to gain re-admission to Wesleyan. Payment in full at registration will be required for each semester thereafter.

Military Call to Active Duty Policy (Military Leave of Absence)

Students will be allowed to withdraw without penalty from the College and receive 100 percent credit for tuition and fees (less any financial aid which the student may have received for the term) and a prorated refund of room and board charges upon presenting an original copy of their orders to the Registrar. Some financial aid programs cannot be refunded after a certain date; these financial aid adjustments are subject to program regulations.

Alternatively, incomplete (I) grades in all classes, with no tuition and fee reimbursement, may be more appropriate when the withdrawal is near the end of the semester and incompletes are agreed to by the instructor(s) and the student and approved by the Registrar. However, if the student chooses to withdraw from only a portion of his/her classes and receive incompletes in the remaining classes, he/she would receive a partial reimbursement of tuition and fees only if the number of remaining credit hours is fewer than 12. In either of these alternative cases, the

student will receive a prorated refund of room and board charges and be allowed to complete the course work according to the established policies of the College and the agreement with the instructor(s) involved. Before returning to campus, students must notify the Registrar in writing at least 30 days before their return. The right to use college facilities is suspended while the leave is in effect.