

## **KMBC OFFICIAL WITHDRAWAL AND REFUND POLICY**

To officially withdraw from the college, students must request a withdrawal form from the Registrar. After completing the form they must have it approved by the Business Manager. The Business Office will then calculate any refund from the day the withdrawal form is submitted to the Vice President of Academic Affairs Office. According to federal regulations, any financial aid disbursed may be subject to repayment by students. Any student who owes a repayment on grants previously received or is in default on a loan is ineligible to receive additional financial aid.

Students who officially withdraw from KMBC during the first week of classes shall be entitled to a full refund of all fees except the \$25.00 application fee and the \$25.00 registration fee. Adjustment to the student tuition accounts for withdrawal, termination, dismissal, or suspension are made according to the following schedule.

### **Refund of Tuition and Fees**

Withdrawal Fee		\$25.00
Room rent refunded for each week not used		\$30.00
Meal plan refunded for each week not on campus		\$65.00
Tuition Refund:	Withdrawal during first and second week	90%
	Withdrawal during third week	90%
	Withdrawal during fourth week	75%
	Withdrawal during fifth week	50%
	Withdrawal during sixth through eighth week	25%
	After the eighth week there is no tuition refund	0