

Tuition Refund Policy for Online Students

Students may receive a refund of 100% before attending the first week of class. A student has attended as soon as he or she posts a response to a discussion question, learning activity, or assignment within the online classroom. Any student who does not attend any two weeks of a five-week course will be automatically withdrawn from the course.

- Week 1 - If a student decides to withdraw from the class during week 1 there will be a 100% refund for the class.
- Week 2 - If a student withdraws from class during week 2, there will be a 50% refund.
- Week 3 - If a student withdraws during week 3, there will be a 0% refund.

Students must drop officially by completing the online withdrawal form.

Textbook Refund Policy

Refunds will be made for textbooks on the following conditions:

- The student has officially withdrawn from the course that uses the textbook(s) for which a refund is being requested, and
- The textbook(s) is returned to vendor within two weeks of the course start date, and
- The textbook has not been written in, marked in, or damaged in any way.
- No refunds on shipping and handling.

Financial Aid Refund for Online Students

Qualified students can receive a refund from their student accounts providing the following three requirements have been met:

- One course has been completed in the semester with a passing grade,
- Student continues to actively participate in registered courses according to the Online Attendance Policy (See below), and
- Enough financial aid has been received to exceed the semester charges.

Students should reasonably expect to receive a financial aid refund at the end of their second course in the term and/or at the end of their fourth course in the term as long as all of the above requirements have been met. One absence will delay the processing of the funds. Kansas Christian College will comply with any state mandated refund policies that govern refunds for students matriculating within the state in question.

Online Attendance Policy

Attendance in online programs is determined by participation in weekly learning activities. A student is reported absent for a week if there is no participation in course discussions or submission of assignments during that week. Under emergency circumstances, a student may be allowed one absence in courses that are four weeks or more in length. No absences are allowed in courses that are three weeks or shorter in length.

Students exceeding the allowed absences will be given a withdrawal grade regardless of the circumstances. The only exception is for military reserve personnel fulfilling annual training requirements.