
VI. Financial Information

Financial Aid Information

Kentucky Wesleyan offers an extensive program of financial assistance to those students who qualify. Students with demonstrated financial need may qualify for federal and/or state grants, low-interest loans and on-campus student employment. The college also offers a wide array of non-need-based scholarships and grants as well as tuition remission programs for those who qualify.

Kentucky Wesleyan is committed to attempting to meet the demonstrated financial need of qualified students. Under federal and state regulations, if a student's financial aid package includes any federal or state need-based grant aid, the value of any KWC awards (even if those awards are not need-based) may be adjusted to insure that the total grant aid does not exceed the student's need. Additionally, it is our policy to insure that the total aid does not exceed the student's direct cost. Exceptions to this policy include loans, TEACH grant and some outside scholarships. Direct cost includes tuition, fees and room and board (if applicable). The College's goal is to provide the student with the combination of federal, state and institutional aid which results in the most assistance possible for the student.

APPLICATION PROCEDURE FOR FINANCIAL ASSISTANCE

All students who wish to apply for any form of financial assistance (federal, state or institutional grants, scholarships, loans or employment) must complete the Free Application for Federal Student Aid-FAFSA. The priority filing deadline for the FAFSA is as soon after January 1st as possible of each year. The U. S. Department of Education processes the FAFSA. The result provides the Expected Family Contribution (EFC) which is used to determine the student's eligibility for need-based financial assistance. Financial need is defined as the difference between the cost of attendance and the EFC.

GRANTS AND SCHOLARSHIPS

Federal Pell Grant – a need-based grant program. Eligibility is based upon the student's EFC. Award maximum amounts are determined each year by Congress. Generally, Pell Grants are awarded to students with extremely high financial need, and the lower the EFC, the higher the Pell Grant. Students may be eligible at less than full-time enrollment. FAFSA is required.

Federal Supplemental Educational Opportunity Grant (SEOG) – a need-based federal grant program administered by KWC. SEOG is designed for students with extremely high financial need. Limited funds for each academic year are supplied by the US Department of Education. Because funding is limited, early application is necessary. Full-time enrollment is required. FAFSA is required.

TEACH Grant – a non-need based federal grant program administered by KWC. The Teacher Education Assistance for College and Higher Education grant program provides grants of up to \$4,000 per academic year to students who agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. Other requirements include scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25. This is a non-need based grant but does require the FAFSA. Please contact KWC's Financial Aid Office for more details.

Kentucky College Access Program (CAP) – a need-based state grant program. Eligibility is limited to legal residents of the state of Kentucky who are eligible for a Federal Pell Grant. Awards are made by the Kentucky Higher Education Assistance Authority (KHEAA) based upon the Kentucky colleges listed on the FAFSA. Students may be eligible at less than full time enrollment. Students may receive CAP awards for not more than nine semesters. Funding is limited; early FAFSA filing is necessary.

Kentucky Tuition Grant (KTG) – a need-based state grant assistance program. Eligibility is limited to legal residents of the state of Kentucky who are planning to attend a Kentucky private college. Awards are made by KHEAA based upon the Kentucky colleges listed on the FAFSA. Students must be enrolled full-time in order to qualify. Awards may vary based upon the student's financial need. Students may receive KTG awards for no more than nine semesters. Funding is limited; early FAFSA filing is necessary.

Kentucky Educational Excellence Scholarship (KEES) – a merit-based scholarship program. Eligibility is limited to Kentucky high school graduates who have earned base or bonus awards under the program guidelines. Contact your high school counselor or the Kentucky Higher Education Assistance Authority (1-800-928-8926 or <http://www.kheaa.com>) for complete information. Half-time or greater enrollment is required. Awards pro-rated if less than full-time. Awards can be reduced or cancelled if a certain GPA is not met.

KWC Academic Scholarships – an institutional merit-based assistance program. FAFSA or FAFSA waiver is required each year. FAFSA waiver must be approved by Director of Financial Aid. Awards are made based upon the high school GPA and ACT or SAT scores of the admitted applicants. The scholarships range up to full tuition. Financial need is not a requirement for receipt of these scholarships, but the scholarship may be used to meet need when combined with other financial assistance received by the student. Academic scholarships are available for a maximum of eight traditional semesters. Awards will be reduced or cancelled if GPA falls below the minimum GPA. Full-time enrollment is required. FAFSA is required.

VA Kentucky Wesleyan Yellow Ribbon – students that are eligible for VA Kentucky Wesleyan Yellow Ribbon Scholarships will receive an additional merit based scholarship (if eligible), if they are campus residential students.

STANDARDS FOR ACADEMIC PROGRESS FOR KENTUCKY WESLEYAN COLLEGE ACADEMIC/TALENT SCHOLARSHIPS

This is the general guideline to determine the amount of reduction if the minimum grade point average for the academic/talent scholarship is not maintained.

The cumulative grade point average is reviewed at the end of each academic year; reinstatements may occur at mid-year and must be request by the student. If a student regains the appropriate grade point average, their original award will be reinstated for the following academic year.

The student will retain the original award "designation" if the award amount is reduced. The award designation is lost when the grade point average falls below the designated level.

Brown Scholars – 3.00 minimum grade point average with at least 24 credit hours per year.

- If grade point average is less than 3.0, the scholarship will be reduced by 25%
- If the grade point average is less than a 2.5, the scholarship will be reduced by half.
- If grade point average is less than 2.0, the scholarship is rescinded.

Trustee, President, Faculty, and Success Scholarships – grade point review with at least 24 hours

<u>Scholarship</u>	<u>% Retainment</u>	<u>Year</u>			
		<u>FR</u>	<u>SO</u>	<u>JR</u>	<u>SR</u>
Trustee	100%	2.5-4.0	2.8-4.0	2.9-4.0	3.0-4.0
	90%	2.0-2.49	2.2-2.79	2.3-2.89	2.4-2.99
	50%	< 2.0	< 2.2	< 2.3	< 2.4
Presidential	100%	2.3-4.0	2.4-4.0	2.5-4.0	2.6-4.0
	90%	1.9-2.29	2.0-2.39	2.1-2.49	2.2-2.59
	50%	< 1.9	< 2.0	< 2.1	< 2.2
Faculty	100%	2.2-4.0	2.3-4.0	2.4-4.0	2.5-4.0
	90%	1.6-2.19	1.7-2.29	2.0-2.39	2.2-2.49
	50%	< 1.6	< 1.7	< 2.0	< 2.2
Success	100%	2.0-4.0	2.1-4.0	2.2-4.0	2.3-4.0
	90%	1.6-1.99	1.7-2.09	2.0-2.19	2.0-2.29
	50%	< 1.6	< 1.7	< 2.0	<2.0

Transfer Scholarships and Minister Dependent Grants – 2.0 minimum grade point average with at least 24 credit hours per year.

- If grade point average is less than 2.0, the grant is rescinded.

All students are subject to a scholarship review by the Director of Financial Aid prior to the reduction of any scholarship or award.

Athletic Scholarships– an institutional talent-based assistance program available to qualifying students participating in NCAA Division II varsity sports. Additional information is available from the head coach of each sport, the KWC athletic director or the Admissions Office. Award amounts vary. Full-time enrollment is required. FAFSA is required.

Performance Scholarships– an institutional talent based assistance program available to outstanding performers in areas such as music, art and drama. Additional information is available from the appropriate academic department or the Admissions Office. Award amounts vary. Full-time enrollment is required. FAFSA is required.

CIC Tuition Exchange – a non-profit corporation, Council of Independent Colleges, of which Kentucky Wesleyan has been a member since 1975. The purpose of the corporation is to benefit the dependents of employees at member colleges and universities by offering tuition scholarships. Additional information is available from the Academic Dean's office. FAFSA is required.

Ministers Dependent Grant – an institutional award program. Children and spouses of ordained United Methodist ministers may receive tuition remission for **up to** one-half the cost of tuition. Other institutional aid may or may not be stacked. For eligibility, contact the Director of Financial Aid. FAFSA is required.

Tuition Remission Program – an institutional non-need based program designed to pay part or all of the tuition costs for qualifying employees as well as their dependents and spouses. To qualify, the employee must have at least one year of continuous, full-time service with the College as of the date of registration. Remission may be used during the fall, spring, and summer semesters and may be used for full or part-time enrollment. Remission is available for spouses and dependents, but not employees, for the winter term. Tuition remission is not available for online classes. FAFSA must be completed if enrolled in six hours or more. Additional information can be found in the Staff Employee Handbook.

Memorial Tuition Scholarship - is available to cover part or all of the tuition costs for the spouses and legal dependants of full-time employees who die while actively employed by the College. The deceased employee must have been continuously employed full-time for at least 10 years at the time of death. Spouse and legal dependents are limited to those at the time of death, as determined by that year's federal income tax return. This benefit is only applicable for classes taken through KWC and does not extend to the Tuition Exchange Programs. Additional information can be found in the Staff Employee Handbook.

Senior Citizens Scholarship – an institutional non-need based program designed for individuals age 62 or older. Senior citizen students are eligible to take up to 15 credit or audit hours for free (not including fees or books). After the completion of 15 hours, senior citizen students are eligible to receive a senior citizen student scholarship equal to 50% tuition discount for additional courses, plus fees and books. The Senior Citizen Scholarship is available for the traditional day program only during the fall and spring semesters. Application is required. Please see Financial Aid Department.

Legacy Grants – An institutional grant program. Students who are children or grandchildren of KWC graduates may qualify for the Legacy Grants. Award amounts vary and will be applied toward the students' direct cost or need (whichever is lesser). Full-time enrollment is required along with completion of the FAFSA.

Sibling Grants – An institutional grant program. Siblings concurrently enrolled at KWC may qualify for the Sibling Grants. Award amounts vary and will be applied toward the students' direct cost or need (whichever is lesser). Full-time enrollment is required along with completion of the FAFSA.

United Methodist Grant – An institutional grant program. Students who are active members of the United Methodist Church may qualify for the United Methodist Grant. Pastor recommendation is required. Award amounts vary and will be applied toward the students' direct cost or need (whichever is lesser). **Awards must be made prior to initial KWC enrollment.** Full-time enrollment is required along with completion of the FAFSA.

KWC Grant/Endowed Scholarships – KWC grants are need based awards that are made possible by donors and are sponsored by a variety of endowed scholarship funds that have various criteria. No special/additional application form is required. Students receiving the KWC Grant will be contacted by the Kentucky Wesleyan Development Office requesting a letter of thanks to the donors. Full-time enrollment is required along with completion of the FAFSA.

Multiple KWC Scholarships – Pending eligibility, type, and numbers of KWC scholarships-grants, awards may or may not be stacked. Contact the Financial Aid Office for more information.

LOANS

Federal Perkins Loan – a federal need-based low-interest loan program. Repayment does not begin and interest does not accrue until 9 months after the student graduates or drops below half-time enrollment. Students must be enrolled at least half-time to qualify. Repayment may be deferred during enrollment in graduate school. Other deferment options are available such as unemployment and disability. Graduates employed full-time in some areas of teaching, medical technology and law enforcement may qualify to have all or a portion of their loan principal and interest canceled for each year of service. Funding is limited; early application is necessary, and the FAFSA is required.

Federal Subsidized Stafford Loan – a federal need-based low-interest loan program. Loans are obtained from a lending institution such as a bank or credit union. Repayment does not begin and interest does not accrue until 6 months after the student graduates or drops below half-time enrollment. Students must be enrolled at least half time to qualify. Repayment may be deferred during enrollment in graduate school. Other deferment options are available such as unemployment and disability. The interest rate varies for each academic year (3.4% for the 2011-2012 academic year). Annual loan maximums are given below:

Level 1	(0-29 semester hours earned)	\$3500
Level 2	(30-59 semester hours earned)	\$4500
Level 3	(60-and above semester hours earned)	\$5500

Federal regulations mandate that the loan be disbursed in at least two equal payments (usually half of the proceeds in the fall semester and the other half in the spring semester). A processing fee will be deducted by the lender from the proceeds of the loan. The undergraduate lifetime aggregate limit is \$23,000. The FAFSA is required.

Federal Unsubsidized Stafford Loan – a federal non-need based loan program. All terms as stated under the Subsidized Stafford Loan apply to this loan as well, the only difference being that this loan is not interest-free while the student is enrolled. Interest does begin to accrue within 60 days of receiving loan proceeds; however, payment of interest may be deferred or paid quarterly while student is enrolled. Unpaid interest does capitalize. Students not qualifying for the full amount of Subsidized Stafford Loan may borrow the remaining annual maximum amount in Unsubsidized Stafford Loan. Federal regulations mandate that the loan be disbursed in at least two equal payments (usually half of the proceeds in the fall semester and the other half in the spring semester). A processing fee will be deducted by the lender from the proceeds of the loan. Annual maximums vary for dependent and independent students. The interest rate is fixed at 6.8%. The FAFSA is required.

Federal PLUS Loan – a federal non-need based low-interest loan program for parents of undergraduate students. Parents without adverse credit history (determined by the lender) may borrow an amount not to exceed the difference between the total cost of attendance and all other financial assistance the student is expected to receive. The loan is obtained from a lending institution. The interest rate is fixed and is capped at 7.99%. Repayment begins within 60 days after receiving the final disbursement or 6 months after the student is not enrolled at least half-time. A minimum payment of \$50 per month (minimum payment is based upon the total

amount borrowed and therefore may be higher than \$50 for some borrowers). Federal regulations mandate that the loan be disbursed in at least two equal payments (usually half of the proceeds in the fall semester and the other half in the spring semester). A processing fee will be deducted by the lender from the proceeds of the loan. The FAFSA is required.

EMPLOYMENT

Federal College Work Study – a need-based federal assistance program designed to provide students with a means to earn money to help pay college expenses. Student employees work on campus and are paid once per month. Funding is limited; early application is necessary, and the FAFSA is required. Please see the Work Study Handbook for more information.

FINANCIAL AID ELIGIBILITY

In order to receive financial aid funds administered by the Financial Aid Office, the student must be admitted to and enrolled in a degree-granting program (transient students and students admitted with "special student" status are not eligible for financial aid). Other eligibility requirements are as follows:

1. Must be a US citizen or a permanent resident
2. Must be enrolled at least 3 hours to be eligible for Pell or the College Access Program Grant, at least 6 hours to be eligible for Stafford Loans, and full-time to be eligible for KWC Scholarships or Grants.
3. Must not be in default on any prior student loan(s) or owe a refund on a federal grant
4. Must not have been rendered ineligible for federal aid as determined by the FAFSA.
5. Once a student has completed the coursework required for a baccalaureate degree, they are no longer eligible for institutional, state aid, or Pell funds. However, they are eligible for federal loans if they have not met their undergraduate aggregate limit and are enrolled at least six hours.

If required by law to do so, must be registered with the Selective Service and/or the Immigration and Naturalization Service. International students may receive KWC funds at the College's discretion.

The basic premise of all financial aid programs and agencies is that the primary responsibility for meeting the costs of higher education rests with the student and family to the extent that they are able to pay.

Financial aid at Kentucky Wesleyan College is contingent upon satisfactory academic performance. Academic policies and requirements are described in other sections of this bulletin, and students should familiarize themselves with them.

In addition, students are expected to complete degree programs within reasonable time frames. Full-time students enrolled in bachelor degree programs are expected to complete degree requirements within four years; part-time students enrolled in bachelor degree programs should finish their programs in seven to eight years.

If a student, for any reason, sits out a semester of enrollment or withdraws during a semester, he or she must apply for re-admission to the College and be admitted before an aid offer can be made. When continuous enrollment is interrupted by a withdrawal or a semester of non-enrollment, any awards that the student previously received are canceled; when re-admitted, aid will be awarded based upon the student's academic standing and aid eligibility at the time of re-admission.

OUTSIDE SCHOLARSHIPS

If a student receives a scholarship or grant from an agency other than the College, State, or Federal Government, such as a scholarship from an employer, church or community organization, the Financial Aid Office must include this as part of the student's financial aid package if the scholarship check is delivered to the College on the student's behalf. If the check is made payable to and delivered directly to the student (without involving the College), the Financial Aid Office is not required to include this as part of the aid package. Receipt of outside scholarships may decrease other financial aid.

SATISFACTORY ACADEMIC PROGRESS

A student may receive institutional financial aid for a period not to exceed four full academic years (eight semesters) as a full-time student. Documentation is required for unusual circumstances preventing a student from degree completion within the eight-semester limit. The Director of Financial Aid may use professional judgment in extending the time limitation. With respect to time limitations, the semesters/years enrolled used to meet the maximum do not have to be consecutive.

Transfer students enrolling at KWC for the first time are subject to the satisfactory academic progress policy based upon their transfer hours and cumulative grade point average. This policy does not apply to high school grades. Students who apply for re-admission to KWC after sitting out at least one semester (or part of a semester) are subject to the satisfactory academic progress policy based upon their KWC grades as of the time of re-admission. If the grades/hours fall below that required in this policy the student will be placed on financial aid probation for the first semester of enrollment following admission.

Rev 05/11/2011

All previous Kentucky Wesleyan SAP policies are no longer valid. This is the only valid policy.

The policy contained herein is the result of the federal revision of the regulations governing Satisfactory Academic Progress, October 29, 2010 to be effective July 1, 2011. The applicable regulations are in 34 CFR 668.16(e), 668.32(f) and 668.34.

Kentucky Wesleyan College evaluates all applicants for financial aid in accordance with the policy below. This policy meets federal guidelines, but may differ from other academic institution's policies. Each institution's policy is based on their own academic standards.

The Kentucky Wesleyan College Satisfactory Academic Progress Policy is as follows:

Each student's record will be reviewed to determine if they have made Satisfactory Academic Progress (SAP) at the conclusion of each payment period (semester). Upon receipt of the grades and course completion data the college will review qualitative (GPA) and quantitative (hours earned) standards using the following scale:

1 – 29 semester hours attempted/transferred..... 1.6 cum. GPA on 4.0 scale
30 – 59 semester hours attempted/transferred..... 1.8 cum. GPA on 4.0 scale
60 + semester hours attempted/transferred 2.0 cum. GPA on 4.0 scale

SAP will be met if the student meets criteria described on the above scale and earns at least 12 hours per semester (24 hours per academic year). An academic year includes fall, winter, spring & summer semesters. Students may not receive aid for more than 150% of the credit hours required for their degree program – some aid will be negated prior to that.

A student not currently on Financial Aid Warning, who does not make SAP at the end of any semester, will be placed on Financial Aid Warning. A student who has not met SAP by the end of the next semester in which they are enrolled will lose their financial aid eligibility. A student who has lost financial aid eligibility has two options:

OPTION ONE: They may submit an appeal that includes an academic plan. If their appeal is successful, they will be placed on Financial Aid Probation for one additional semester. Appeal requirements are listed later in this document and are very specific.

OPTION TWO: They may attend college at their own expense until they raise their cumulative GPA and / or earned hours to the required levels, and notify the financial aid office when they have done so. The student's record will be reviewed to determine if they are eligible for reinstatement of financial aid.

The following pages provide definitions and appeal guidance:

Disabilities: Students who enroll at Kentucky Wesleyan College and are aware of learning or other disabilities should contact the Office of Disability Services prior to the start of the semester so that reasonable accommodations can be made. Students with documented disabilities or functional limitations are held to the same academic expectations as other students. If a student is registered with the Office of Disability Services and is receiving reasonable accommodations, the student is expected to maintain Satisfactory Academic Progress for purposes of financial aid eligibility.

Readmits: Students granted readmission and who were previously on financial aid probation, must submit an appeal to the Director of Financial Aid for reinstatement of financial aid eligibility. All attempted and/or transferred hours must be considered when evaluating eligibility. Questions about readmission should be addressed to the Admissions office at (270) 852-3120.

Academic probation: Standards for academic probation are not directly related to eligibility for financial aid.

Academic suspension: Students are ineligible for financial aid while suspended.

Repeated courses: Financial aid can only be applied to the repetition of a previously passed course once, and will not be applied to previously passed coursework that would be taken due to a student's failure of other coursework.

Withdrawals/Unofficial Withdrawals: Students who withdraw or cease attendance from Kentucky Wesleyan College twice during an award year must submit an appeal for continued eligibility.

Appeals: Must be submitted in writing using the Satisfactory Academic Progress Appeal Form *with all appropriate documentation*. It is the student's responsibility to provide all appropriate documentation. The Financial Aid Office will not contact doctors, professors, or other persons for additional information if the documentation provided is not adequate. Appeals must be made no later than 30 days after the date on the student's notification of probation. It is recommended that an appeal be submitted as soon as possible after notification so that the appeal can be evaluated before classes begin.

Double Majors and multiple minors: Students seeking double majors or a major with a minor must complete their degree program for the primary major within the limits set for that major. For Pell eligible students, once the coursework for the primary major is complete, no additional Pell can be awarded regardless of whether or not the student applies for graduation.

Grades of W (withdraw) and I (incompletes): W's are included in hours attempted for SAP. I's are treated as failing grades. When the student receives a letter grade for the "I" their financial aid will be reviewed and revised if necessary.

Failing Grades: Students with all F's and/or E's for a semester will have their aid prorated based on the last date of academic activity. The professor of each class registered for will be contacted to determine the last date of an academically related event (last class attended, last date of when homework, a test, or a project was turned in, etc.). For online classes, simply logging on will not count as an academically related event. Academic activity is determined by interaction/participation in the class (chats, projects, etc.)

Pell Eligibility: A student with a baccalaureate or professional degree is ineligible for Pell even if the degree is from an unaccredited school or is not recognized by Kentucky Wesleyan College.

Occasionally a student will complete all the requirements for a bachelor's degree but will continue taking undergraduate courses without accepting the degree. If a student has completed all of the required coursework for a bachelor's degree, then they are no longer eligible to receive a Pell grant.

If a Pell-eligible student retakes a course in which they made a passing grade (A,B,C or D), then Pell will only pay for the retake one time.

For questions regarding the above policy, please contact the Financial Aid Office at 270-852-3130, 270-852-3182, or 270-852-3132. You may also email Samantha Hays, at shays@kwc.edu, Andrea Mischel at amischel@kwc.edu or Carissa Hayes at chayes@kwc.edu.

College Expenses

SCHEDULE OF FEES:

Tuition (2011 - 2012 academic year)	Semester	Annual
Full time (12-18 semester hours)	\$9,395	\$18,790
Part time (1-11 semester hours)	540 per hour	N/A
Overload (more than 18 hours)	515 per hour	N/A
Online	325 per hour	N/A
Room (2011 - 2012 academic year)		
Semi-private	\$1,550	\$3,100
Private	2,655	5,310
Premium semi-private	1,830	3,660
Premium private	2,920	5,840
Board (2010 - 2011 academic year)		
Resident meal plan	\$1,910	\$3,820
Commuter meal plan	495	990
Fees (2010 - 2011 academic year)		
Health & wellness fee	\$100	\$200
Technology fee	100	200
Student activity fee	100	200
Applied music fee	75 per hour	----
Lab course fee	75	----
Computer literacy course fee	45	----
Online course fee	175 per course	----
Textbooks (ESTIMATED)	600	1,200
Other charges (2011 - 2012 academic year)		
Audit charges		
Part-time degree seeking	\$ 270 per hour	
Part-time non-degree seeking	150 per semester	
Automobile parking sticker	25 per year	
Graduation fee	100	
Laundry card deposit (residential student refundable)	10	
Laundry fee (residential student)	25 per semester	
Mailbox key deposit (refundable)	10	
Orientation fee (new student)	125	
Residence hall deposit (refundable)	100	
Student health insurance (mandatory if not covered by other insurance)	330 per year	
Transcript fee	10 per transcript	

Payment of 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 is received in the Cashier's Office prior to the first day of class. No finance charges are incurred. Cash, check, money order & major credit card payments are accepted.
- 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, you must complete an application which is available online and in the Cashier's Office. To participate in the monthly payment plan, you must sign-up at the beginning of the academic year, which would be at the beginning of the fall semester. If you do not sign-up during this time, you will NOT be able to participate in the plan at a later date. Payment plan enrollees will make monthly payments directly to the payment plan company per their guidelines. Please see the Cashier's Office for further details.
- C. **Deferred payment** – A 1% monthly financing fee (assessed and posted monthly) is charged to ALL outstanding balances carried after the first day of classes. Any balance due after the mid-semester date is classified as delinquent. The current registration of delinquent accounts may be voided and registration for future semesters and current transcripts are not permitted. 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.

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. If a student decides they do not desire to attend Kentucky Wesleyan College prior to classes beginning, they must officially withdraw.

Students may withdraw from the college without incurring tuition, fees, room, board or course fee charges through the no penalty date. The no penalty date is generally defined as the 4th business day following the 1st day of classes during a regular semester (for Winter Term, Summer, or Online terms, this date is earlier – generally the first or second day of the term). **All students withdrawing from Kentucky Wesleyan College will be charged a \$100 processing fee.** All students withdrawing must obtain an official withdrawal form from the Academic Dean's Office, have it fully completed with all of the required signatures, and return it to the Academic Dean's Office. The "date of withdrawal" is defined as the date on which the student contacts the Academic Dean's office to initiate the withdrawal process. If this process is not initiated by 5:00p.m. CST, the date of withdrawal will be recorded as the next business day. If a student withdraws after the no penalty date, a reduction in charges and financial aid will be made until 60 percent of the enrollment term has been completed.

Charges that are eligible for refund calculation upon withdrawal include tuition, room and board. THE COST OF BOOKS, HEALTH INSURANCE AND ALL OTHER FEES ARE EXCLUDED FROM REFUND CALCULATIONS. Students may seek a refund of book costs directly from the college bookstore. Student health insurance coverage purchased by the health insurance fee will continue to the end of the policy year, even though the student withdraws from the College.

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 reduction in charges and financial assistance is determined by the percentage of the period of enrollment that has NOT been completed. The percentage of the period of enrollment that has been completed is the calendar days completed at the time of withdrawal divided by the total calendar days in the period of enrollment (excluding scheduled breaks of five calendar days or more).

Example: If 20 days are completed and the period of enrollment is 105 days, then 19 percent of the term has been completed. Therefore, 81 percent of the period of enrollment has NOT been completed. Charges and financial assistance would be reduced by 81 percent.

Example: If 63 days had been completed, NO reduction in charges or assistance would occur because 60 percent or more of the period of enrollment would have been completed.

PLEASE NOTE: If a student withdraws from the College after the close of the semester, no financial aid or fee 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 see the Financial Aid Office or the Cashier's Office.

Refund Policy – Reduction in Credit Hours

Students dropping enrollment status from full-time to part-time and part-time students dropping credit hours will have their student account and fees adjusted accordingly IF the drop slip is completed and submitted to the Registrar's Office by the drop deadline. Once this deadline has passed, all tuition & fees and related course and lab fees will remain on the student's account.

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 KWC. Payment in full at registration will be required for each semester thereafter.

Military Call to Active Duty Policy

Students will be allowed to withdraw without penalty from the College and receive 100% 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.