

Financial Aid and Your Bill

Department Roles

The Financial Aid Office and the Cashier's Office work together to process the financial information associated with a student's enrollment at KVCC. Understanding each department's role will help you better understand how a student's bill is created and how funds are applied to that bill.

The Cashier's Office establishes separate accounts for students. Students are billed for tuition and fees based on their enrollment for the semester. Interest -free monthly payment plans are also administered through this Office as follows:

PAYMENT PLAN

The College offers a payment plan for those students matriculated in a program and enrolled in 6 credit hours or more which requires a \$25 fee per semester. The plan requires the following payment schedule:

Fall Semester	25% due August 15	Spring Semester	25% due December 15
	25% due September 4		25% due January 15
	25% due October 1		25% due February 15
	25% due November 1		25% due March 15

The Cashier's Office also accepts credit card payments.

The Financial Aid Office awards financial aid and sends the award information to the Cashier's Office so that it can be included to offset the charges on a student's bill. Both charges and financial aid awards are usually shown on the bill. If not, students should compare their financial aid award letter with their bill. The amount owed is the difference between total charges and your financial aid. If there is a surplus, students can charge books at the KVCC College Store up to the surplus amount. (Students must fill out a form giving the Cashier's Office permission to use financial aid to offset the cost of books ordered through the KVCC College Store.)

How Aid is Applied to Your Bill

- Please submit all your paperwork to the Financial Aid Office as soon as possible so that your award can be included on your bill. Be sure to sign and return your award letter. Check with the Cashier's Office (453-5077) to see when the bill is due. If you are enrolled in six or more credits and can't pay in full by the due date, you can make a payment plan (see above) and pay 25% of the invoice amount by the date the bill is due. Forms are available in the Cashier's Office
- Once you accept your financial aid offer, aid will be credited directly to your account, half for the fall semester and half for the spring, assuming you are registered for the same number of credits in fall and in spring. A final check of the number of credits you are registered for is conducted after the add/drop period, and any necessary adjustments are made before your semester aid is disbursed.
- Your financial aid is applied against your charges (including your books if you choose to charge them against your financial aid) in the order the funds are received. If your total financial aid is more than your total charges, you will receive a refund, usually about a month after the start of the term.