

Terms of Agreement for Payment Plan Option

Enrollees using the Payment Plan option will be charged a non-refundable enrollment fee of \$40, which is assessed with the first tuition and fees payment.

The total cost of tuition and fees will be divided into three payments, rounding uneven amounts up to the nearest cent. Scheduled payments will be made in U.S. dollars by check, money order, or by accepted credit or debit cards to the payee, University of Kansas Continuing Education (KUCE), or such other party as designated by KUCE. Cash or post-dated checks will not be accepted as payment.

The first tuition and fees payment is due immediately following approval of the Payment Plan application form. Once the application is processed by KUCE, an email notification containing information for making the first payment will be sent. The "initial enrollment date" is set when the first payment is received, at which time course materials and/or login information are distributed. Nonpayment signifies an incomplete enrollment, barring student access to course materials and/or login information.

The second tuition and fees payment is due 30 days after the initial enrollment date.

The third payment is due 60 days after the initial enrollment date or upon completion of the course, whichever comes first. Failure to pay will result in a hold placed on the KU student account preventing the enrollee from enrolling in future terms or receiving a transcript from KU until the KUCE account is paid in full.

KUCE will charge a \$30 fee for all returned payments, for which the enrollee will be billed, along with any related fees that KUCE may assess. Enrollees may also incur separate charges from their financial institution for returned payments.

Policies

Enrollees in the Payment Plan option are subject to the [refund policies](#) posted by KUCE Independent Study with the following adjustment: Withdrawals occurring during period 1 (first 1.5 months of enrollment) will be granted a partial tuition refund, which includes the total of the first, or first and second, payment(s), minus a \$40 processing fee. A partial tuition refund includes assessments for tuition, off-campus area fee, and course fees (if applicable). The fees for materials, services, postage, and the mediated course fee are not refundable. Enrollees who withdraw after 1.5 months will not receive a refund.

Enrollees in the Payment Plan option are subject to the [transfer policies](#) posted by KUCE Independent Study. A nonrefundable \$40 fee will be assessed at the time of transfer. Remaining payment(s) for the Payment Plan will be adjusted as necessary depending on the cost of the new course. The initial tuition payment due dates as set by the original Payment Plan agreement remain in effect.

Enrollees in the Payment Plan option are subject to the [withdrawal policies](#) and [extension policies](#) posted by KUCE Independent Study.

---END TERMS OF AGREEMENT---