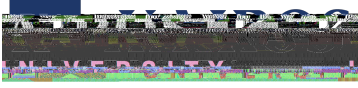
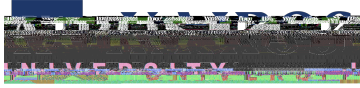


Employment	2
Federal Aid	2
Other Sources of Aid	2
Cost of Attendance (COA).....	2
Financial Aid Deadlines	4
Enrollment Status and Registration	



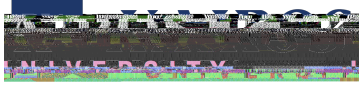
There are two deadlines each semester for the request of financial aid: the priority deadline



outcome-level depending on the program) to ensure their enrollment is recorded in the official academic database. The Outcome Registration Form is the official registration form. Enrolling in courses in the Pathwright learning management system allows a student to work in conjunction with professors and faculty mentors but such enrollment is not an official registration.

Students enrolled in coursework with Kairos partners do not usually use the Outcome Registration form or have their coursework reported to the Kairos registrar on a regular semester basis. These students are not eligible for federal student loans at Kairos University.

In subscription-based programs, aid eligibility is based on coursework completion. A student
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Associate's Level:

A high school degree or its equivalent, with a grade point average of at least 2.5 on a 4.0 scale.

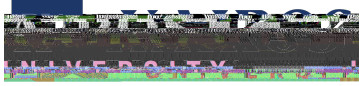
- Completed Application for Admission
- Official high school diploma (or transcript) or documentation for passed GED or HiSet. Other equivalents will be considered on a case-by-case basis.

Bachelor's Level:

A high school degree or its equivalent, with a grade point average of at least 2.5 on a 4.0 scale.

- Completed Application for Admission
- Official high school diploma (or transcript) or documentation for passed GED or HiSet. Other equivalents will be considered on a case-by-case basis.

Graduate Certificate:



- Completed Application for Admission
- Official transcript for each college attended and/or graduate school attended
- Significant ministry experience

**Applicants without an accredited Master of Divinity degree may be admitted upon fulfillment of the six criteria developed by the Association of Theological Schools: (a) the ability to thoughtfully interpret scripture and the theological tradition of one's ministry context, (b) the capacity to understand and adapt one's ministry to the cultural context, (c) a basic self-understanding of one's ministerial identity and vocational calling, (d) a readiness to engage in ongoing personal and spiritual formation for one's ministry, (e) an accredited master's degree (or its educational equivalent) in an area related to one's ministry setting or vocational calling, and (f) significant ministerial experience that enables the applicant to engage as a ministry peer with other stud*



- Not be in default on an FSA loan;
- Provide a correct Social Security Number;
- Submit to verification procedure when required by school officials.

Diploma Validation

The Office of Enrollment Management is required to ensure the validity of high school diplomas and transcripts that are submitted by potential students seeking undergraduate admission to Kairos University. If questions about the validity of a high school diploma arise, the steps noted below will be followed.

1. Review the documents (diploma and/or transcript) provided by the student;
2. Contact the school or individual listed on the document;
3. Request direct written communication (preferably in the form of an official transcript) from the school validating the graduation of the student in question.

After completing the process noted in steps 1-3, the application evaluator will be able to assess the validity of any documentation provided by the student. In the case of students applying for transfer admission to Kairos University from another accredited institution, high school transcripts and diplomas are assumed to have been previously validated by the previous collegiate institution.

If a diploma or transcript is found to be invalid or cannot be validated, the university reserves the right to deny admission or render the application incomplete.

The diploma and transcript validation process listed above can also be followed to ensure the validity of diplomas and transcripts being submitted by applicants at all other degree levels.

Students submitting international transcripts should, at their expense, use World Education Services (WES), Foreign Academic Credentials Service (FACS), SpanTran Evaluation Services, or Global Credential Evaluators (GCE) to have their transcript sent directly to the university. Prospective students should have official transcripts sent from the institution directly to the evaluation services. In some cases, transcripts that have already been verified by the evaluation services may be accepted, and transcripts from some well-known international schools may be exempted from evaluation. Transcripts for coursework being considered for transfer credit must be evaluated. Transcripts issued in languages other than English, the student may be required to have the transcript translated by a certified translator at the student's expense.

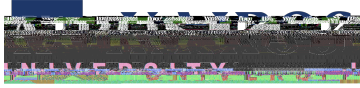


For aid purposes, the Kairos academic year consists of two non-standard terms or semesters. These term dates are the same each year.

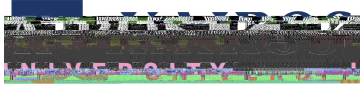
Fall Semester: July 1 through December 31
Spring Semester: January 1 through June 30

Since many Kairos programs are flexible and self-paced, there are no scheduled breaks in these programs during the academic year. Students, along with their mentor team, can plan their semester coursework to accommodate family and employment needs. Students in more traditional classic programs can work with their faculty advisor to determine the best schedule for their coursework in light of family and employment needs.

Start dates are not as firm as in traditional programs but aid students are advised to note how much of the term is left when choosing a program start date as they won't be eligible for aid in subsequent terms until those courses are complete. It is recommended that a student start within the first three months of a term. Starting after this point will make (re) 1 (re)ir faq 0.24 0-1 (18 (mTc3



The Kairos University SAP policy provides for consistent application of standards to all students (Title IV recipients and non-



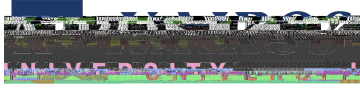
accuracy of written English.

D - Poor performance in comprehension and thoroughness of work submitted; meets minimal credit standards of the professor; inadequate class contributions.

F - Inadequacy of work submitted, or attitude, or performance and attendance at classes; performance was a hindrance or damaging to overall preparation for graduation. Any course in which an F grade is received may be repeated and must be repeated if it is a required course. When a course is repeated, both grades will remain on the transcript, but only the later grade will be computed in the grade point average.

P -





receives a C- or lower in any marriage and family therapy course, that course must be repeated.

Kairos University is a subscription-based institution therefore exempt from quantitative/pace evaluation.

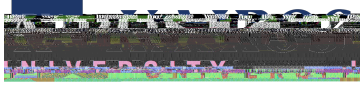
The Registrar is responsible for approving the transferability of all credits. The transfer credit policy for undergraduate students can be found on page 14 of the Student Handbook. Transfer credits for MACO, MFT, DMin, DPC, ThD & PhD are accepted on a case-by-case basis and are counted as both attempted and completed hours in GPA calculations. The quality points of transfer credits are included in the cumulative GPA calculation. Kairos University does not accept transfer credits for the Master of Divinity, Master of Arts in Leadership, and Master of Arts programs.

Drops & Withdrawals: If a student drops a course or is dropped from a course by the school due to non-attendance, they will receive a grade of "W" for the class. The dropped units are not included in the GPA calculations.

Incompletes: The grade of "I," indicating incomplete work, may be given only to students who are unavoidably prevented from completing the work of the course. The incomplete counts as zero grade points and has the same impact on the GPA calculation as an "F." If the incomplete is changed to a letter grade, this letter grade will be included in the next SAP evaluation.

Drops/Withdrawals/Incomplete

Course completion is required to be eligible for aid in subscription-based programs. Therefore, dropping and withdrawing from a course can affect a student's ability to receive aid in a subsequent semester. An "F" may negatively affect a student's GPA and ability to receive aid, as well. Incomplete coursework will prevent a student from being able to register



Pass/No Credit or Audited Coursework: Grades of "P", "N", or "AU" are not included in the GPA calculation, however, P/N courses that are degree-required courses are included in the completion requirement for subscription-based programs. AU courses are not.

Repeated Coursework: All repeated courses count as attempted credits for the pace calculations, but only the highest grade is used for the GPA calculation.

Students receiving federal student loans may repeat a previously passed course only one time using federal funds. Students receiving federal financial aid who repeat a course because of failing grades may do so as many times as needed until a passing grade is achieved unless stipulations are placed upon students by an appeals committee.

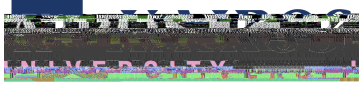
To remain eligible for aid until graduation, a student must complete the degree within its maximum time frame. The maximum time frame is a period no longer than 150 percent of the published length of the program in calendar time. These program lengths are based on the time it would take to complete the degree when enrolled as a half-time student.

Master of Divinity program – 9 years
Master of Arts program – 6 years
Master of Arts in Leadership program – 6 years
Master of Arts in Counseling program – 8 years
Master of Arts in Marriage and Family Therapy – 8 years
Doctor of Ministry program – 8 years
Doctor of Professional Counseling program – 9 years
Doctor of Philosophy program – 9 years
Doctor of Theology program – 9 years

Appeal of the maximum time frame limit will be considered for the following:
Concurrent majors, change of majors, or pursuit of a second degree;
Change of a degree program;
Transfer credits that do not apply to degree program.



A student who does not maintain a 2.5 or 3.0-grade point average (depending on the requirements of the degree program in which they are enrolled) or receives a grade of F, demonstrates serious difficulty in supervised ministry or supervised therapy, interpersonal relationships, or personal maturity, and/or does not complete registered outcomes may be placed on probation. Normally academic probation lasts for at least one semester and provides an opportunity for a student to give serious attention to problems that may adversely



government or local authorities. The documentation must contain the name and telephone number of a contact person should the appeals committee wish to confirm the authenticity of the documentation or request additional information.

The appeal must also include a course completion plan that has been developed in cooperation with the student's mentor team and/or faculty advisor.

An Appeals Panel consisting of the Chief Academic Officer and Dean, a representative from the Office of Enrollment Management, and the Chief Financial Officer and VP of Operations will reevaluate the student's academic progress. The decision of the panel is final.

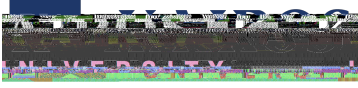
If approved, the student will be placed on financial aid probation status and will be allowed to receive aid for one term. Kairos University may grant an appeal only if it determines that the student will be able to meet SAP standards after the subsequent payment period; or the student's academic plan, if followed, will allow the student to meet SAP standards at a specific point in time. Failure to meet the GPA may be appealed.

A student who is on financial aid probation will have his or her progress evaluated at the end of each term. If the student has met the conditions of the academic plan set forth, the student is eligible for financial aid the following term. If the student has not met the conditions of the academic plan, financial aid will be suspended.

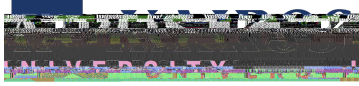
In subscription-based programs, monthly tuition is billed on the first day of each month. Payment for the current month's bill is then charged to the student's credit card on the same day of the month in which the student initially subscribed. Students will not be billed for the next month and any additional months following withdrawal or while they remain on leave. Kairos University reserves the right to collect monthly payments from students who have an outstanding balance on their student account at the time of withdrawal or request for leave of absence until their balance reaches \$0 or a payment plan is put in place.

On the rare occasions that a student is paying tuition by the credit hour and withdraws from the institution, tuition will be refunded 100% during the first calendar week of the term. Beginning with the eighth calendar day of the term, tuition will be recalculated on a prorated basis based on the date of withdrawal. The proration is determined by dividing the number of calendar days completed in the term by the total number of calendar days in the term, not





Any credit balance left on the student's* account after withdrawal and the R2T4 calculation



Day 69	45%	Day 70	44%	Day 71	44%	Day 72	43%
Day 73	42%	Day 74	41%	Day 75	40%	Day 76	40%
Day 77	0% (60% of course completed)						

An individual has the right to file a complaint with outside enforcement agencies including:

United States Department of Education's Office of Civil Rights
Equal Employment Opportunity Commission
South Dakota Division of Human Rights
South Dakota Department of Labor
South Dakota Secretary of State
The Association of Theological Schools
Higher Learning Commission
State or local law enforcement or prosecution authorities

In the event an individual in another state wishes to file a complaint with their state agency, a listing of all state boards can be found [here](#).

Please contact us by calling 800.440.6227 or e-mailing info@kairos.edu.
