



From the Business Office at the Kansas City Art Institute

Your student bill is now ready!

Your preliminary charges have been posted to your account in [MyKCAI](#).

As a reminder, each semester your invoice is based on the submission of your financial aid documents. You can view your financial aid offer [here](#), and please complete all financial aid requirements. Contact the Financial Aid Office at financialaid@kcai.edu or call 816-802-3337 if you need assistance.

Payment plans

Payment plan options are offered through KCAI with Nelnet Campus Commerce. **All payment plan options require a down payment equal to one month's installment at the time of enrollment.** The remaining monthly payments will be due the following month on the 10th or 25th, based on the plan option you select. A detailed breakdown with payment examples can be found on [My KCAI](#).

The deadline to pay your balance in full or to set-up monthly payment plans through Nelnet Campus Commerce will be communicated with students via email from the Business Office (bsnoffice@kcai.edu)

For more information or to sign up for a payment plan, please follow these steps:

- Login to [MyKCAI](#).
 - Use the first part of your KCAI email address (*e.g., everything except the @kcai.edu or @students.kcai.edu*) and the password that you created.
- Click on the Nelnet - Student Account Center link located on the left-hand navigation bar.
- Click on Pay Using Nelnet.
- Please call Nelnet if you need assistance setting up your account at 800-609-8056.

Please note the following regarding payment plans:

- **Students/families choosing a payment plan MUST BE ENROLLED by the deadline.**
- Monthly payments are due on the 10th or 25th of each month, depending on the plan you select.
- A \$57 enrollment fee PLUS down payment (equal to one installment) is due at the time of enrollment.
- You will be charged a \$30 nonrefundable fee if your payment is returned.
- If you have any questions regarding your student bill, please contact the Business Office at 816-802-3500 option #1 or by email at bsnoffice@kcai.edu.

Options to pay in full

The following payment options are available to pay in full and this must be done by the payment deadline.

Pay by credit/debit card or ACH through your checking/savings account through Nelnet Campus Commerce as follows:

1. Login to [MyKCAI](#).
 - Use the first part of your KCAI email address (e.g., *everything except the @kcai.edu or @students.kcai.edu*) and the password that you created.
2. Click on the Nelnet - Student Account Center link located on the left-hand navigation bar.
3. Click on Pay Using Nelnet.
 - You will be charged a 2.85% service fee for using a credit/debit card.
 - No service fee for payments made from a checking or savings account (ACH).
4. Pay with credit/debit card over the phone with the Business Office at 816-802-3500 option #1.

Pay via check and mail to KCAI:

1. Payable to “Kansas City Art Institute” and note the student’s legal name and ID# in the memo.
 - Mail check to: Kansas City Art Institute, PO BOX 843036, Kansas City, MO 64184-3036.

Student Account Information

Due to federal [FERPA](#) regulations, KCAI staff cannot discuss your specific student’s information, such as account balances, aid offer or grades with anyone other than the student, unless the student has given permission for a specific person(s) to be able to receive their information by completing the Required Student Disclosure Form that you completed with your application.

To update your FERPA permissions, email the Registrar's Office registrar@kcai.edu from your KCAI email with the following information:

- Student ID, student name
- Authorized person’s contact name, contact phone, and email address.

If an authorized person is identified within Nelnet, you are giving explicit consent for that individual to view and discuss your account information, make payments, and for us to provide information to that individual about the balance on your account.

- The creation of an authorized person is separate from the Required Student Disclosure Form noted above.

Please contact us with any questions or concerns so that we may assist you in this process.

Sincerely,
KCAI Business Office
816-802-3500, option #1
bsnoffice@kcai.edu

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