TUITION PAYMENT POLICIES AND PROCEDURES

The Accounting Office is responsible for the billing and collection of tuition and fees, payment plans, and other University related charges. We are here to provide you with the best possible service and information related to the student's account.

Tuition and Fee Payment Due Dates
Tuition is due and payable in full at the time of registration. Students are encouraged to pay their semester or quarter bill online through the CashNet system - click here to access. This is the easiest and most convenient way to pay your College tuition.

- You will need your Student ID and school authorized password for access to Express. Online payments may be made by credit card or debiting a checking account (E-check). A Payment Plan is also available online for a $50 enrollment fee.
- Students may also pay their bill in full by mail or in person at the Accounting Office. See Contact Information below for mailing address and room location of the Accounting Office.
- When paying by check, please make the check payable to John F. Kennedy University and include your full name and student ID on your check.
- Students receiving financial aid should verify their award with the Financial Aid Office. Any difference between your tuition and financial aid award must be paid in full at the time of registration.

FERPA – Federal Educational Rights and Privacy Act
Under FERPA, which applies to all educational agencies and institutions that receive funding under any program administered by the Department of Education, an individual who is 18 years of age or attends a postsecondary institution becomes an “eligible student,” and all rights formerly given to parents under FERPA transfer to the student. Therefore, if a student wishes to have a parent or other individual have access to their financial status, they must sign and submit a waiver to the Accounting Office. For more information go to http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html.

Refund Policy – Tuition and Fees
Students who wish to withdraw from JFK University for the semester or quarter must do so formally online before term begins or in writing with the Office of Registration after the term begins. Non-attendance of classes does not constitute a withdrawal from the college and will result in the student being liable for their course charges.

Students who withdraw from classes shall be eligible for a refund in accordance with the schedule listed below:

- 100% refund and/or cancellation of tuition charges prior to midnight (PST) of the seventh (7th) calendar day of the session.
- 80% tuition credit prior to midnight (PST) of the fourteenth (14th) calendar day of the session.
- No tuition credit after midnight (PST) of the fourteenth (14th) calendar day through the end of the term and the course remains on the transcript with a grade of W that does not affect the grade point average (GPA).

A chart with the key refund dates for the current terms is available for download at https://secure.jfku.edu/schedule/.

1098T
The 1098-T issued by John F. Kennedy University will reflect the amount billed for qualified tuition and related expenses during the prior calendar year. A paper copy will be mailed to your address on file on January 31st. You may consent to receive an electronic copy by signing into the Express Portal and accessing the “student” page and insert instructions here where electronic signature resides.

**Accounting Office**
100 Ellinwood Way, Rm S225
Pleasant Hill, CA 94523

**Hours**
Mon-Thurs: 10 am to 6 pm
Fri: 10 am to 5 pm

**Phone**
925.969.3160

**Fax**
925.969.3361

**Email**
accounting@jfku.edu