

## Metropolitan College / Learn Anytime Partnership Guidelines for Metropolitan College Participants.

### Enrolling

- Participants enroll using the same process as any student.
- To defer tuition in the current semester, a student must sign a contract by the semester contract deadline for their program. To avoid late fees or cancellation for non payment, students must sign a contract for the Learn Anytime course for the semester of record within 14 days of registration.
  - For more details on MC program requirements visit [www.metro-college.com](http://www.metro-college.com).
- Students who are already enrolled with a signed contract for the current semester who then register for Learn Anytime courses after the semester has begun (but prior to the contract deadline) will have those courses added to their course load and will automatically qualify for tuition deferment. We encourage you to contact a Student Development Counselor to ensure your current contract covers the tuition for your Learn Anytime course.
- Students enrolling after the current semester contract deadline will be required to sign a contract for the following semester.
  - **Fall Semester:** Course registration by October 15 is considered a fall semester class. Registration after October 15 is considered a spring semester course.
  - **Spring Semester:** Course registration by March 15 is considered a spring semester class. Registration after March 15 is considered a summer course.
  - **Summer Semester:** Course registration by August 1<sup>st</sup> is considered a summer semester class. Registration after August 1<sup>st</sup> is considered a fall course.

***Example:** If a student registers for a Learn Anytime course on October 19<sup>th</sup> the student can sign a spring contract provided all other MC requirements are met. The student would need to meet the requirements of the spring contract in order to receive tuition benefits.*

### Completing

- Participants must complete their employment requirement as specified in their Metropolitan College Contract for the semester of record in which they complete the course requirements.
- Participants must comply with all requirements stated in the MC contract.
- Participants must successfully complete the Learn Anytime coursework according to the Learn Anytime completion guideline to be eligible for Metropolitan College paid benefits. If this date falls after the work commitment date for the semester of record, the student must notify the MC office, within 60 days of the official posting of the grade, that the coursework has been completed for tuition payment **and** the student has fulfilled the other contract requirements for the semester of record **and the student is still employed at the time reimbursement is requested.**

### Tuition Payment

- Tuition will be paid to Jefferson Community and Technical College during the normal "Payment Cycle" with all other Metropolitan College Participants.
- For those students who are only enrolled in Learn Anytime courses, the student must sign a MC contract as they would for any other KCTCS course. Students who do not sign a contract prior to tuition payment will not have their tuition deferred and will have to make payment arrangements.
- Unsatisfactory grades (D, Failure, Withdrawal, Incomplete, No Grade) will be treated identically to traditional coursework.
- Terminating employment prior to the work requirement specified on the Metropolitan College Contract for the "Semester of Record" will result in the participant owing tuition for the coursework.
- Students must notify the appropriate MC office that an eligible grade has been posted for an Incomplete, Learn Anytime Course, Missing Grade, and/or Grade Change after the semester of record **within 60 days of the official posting of the grade change**. Reimbursement for these grade changes will be allowed after the course work has been successfully completed with a grade of C or better (A, B, C, P, S) in accordance with the academic policy of the institution **and** the student has fulfilled the other contract requirements for the semester of record **and the student is still employed at the time reimbursement is requested.**

### Bonus Qualification (UPS Program Only)

- Participants' Learn Anytime coursework will be processed during the semester of record for the coursework in which the student is enrolled.
- Unsatisfactory grades for Learn Anytime Coursework will have an adverse result on the Semester Bonus Program.