

KCCBS Extension Student Enrollment

Check list



- ❑ Completely fill out the **extension student enrollment form**. Credit students must enroll before the third week. Audit students may enroll at any time.

3 options are available for enrollment:

1. Online enrollment: If you opt to enroll online, go to www.kccbs.edu, and under the “Future Students” drop-down menu, click on “Extension Classes.” There you will find the application forms. The application can be submitted by email or you may print it off and send it to the following address:

KCCBS Admissions Office
7401 Metcalf Avenue
Overland Park, KS 66204

2. On-campus enrollment: Stop by the Registrar’s Office located in the Cowen Memorial building for enrollment forms and information. Please use blue or black ink and print clearly.

3. On-site enrollment: Enrollment forms will be available at the church and/or from the professor at the first class meeting. You may complete enrollment immediately following the class or during the break. Please use blue or black ink and print clearly.

- ❑ Tuition is \$115 per credit hour. You will need to either pay in full at enrollment by check, cash, or through PayPal (add a 4% upcharge to the total if you use PayPal) or complete a FACTS form to authorize automatic withdrawals from your checking account (include a voided check with the form).
- ❑ Textbooks are available from Pastor Chad.
- ❑ If you plan to work toward a degree at KCCBS, please complete the Application for Admission forms that are available online at www.kccbs.edu under the “Future Students” drop-down menu. Requests that they be mailed to you can be made by contacting us: registrar@kccbs.edu, or call 913-722-0272 or 1-877-724-0272.