



Addendum to the 2020-2021 King University Catalog

Non-Degree Seeking Students

Section: Policies—Admissions (page 21), *Part-Time Students*

This document serves as an addendum to the 2020-2021 King University Catalog to provide the policies and procedures related to Non-Degree Seeking Students. This document also serves as an addendum with corrections to the published 2020-2021 University Catalog. It should be noted that the policies and procedures outlined herein amend the current *Part-Time Students* Admission policy published in the 2020-2021 Catalog to take effect immediately.

In order to define the Admission Policy related to Non-Degree Seeking Students, King University revised the *Part-Time Students* Admission Policy to include a section dedicated to Non-Degree Seeking Students. That policy immediately follows this document.

Section: Policies—Financial Information (page 22), *Additional and Part-Time Fees*

This document serves as an addendum to the 2020-2021 King University Catalog to provide the policies and procedures related to Non-Degree Seeking Students. This document also serves as an addendum with corrections to the published 2020-2021 University Catalog. It should be noted that the policies and procedures outlined herein amend the current *Additional and Part-Time Fees* Financial Information policy published in the 2020-2021 Catalog. This addendum is being implemented based on the changes to the *Part-Time Student* Admission Policy.

ACADEMIC PREPARATION

General requirements for admission as a new freshman include graduation, with a standard or higher diploma, from an accredited or recognized high school or secondary institution, with a minimum of 17 academic units, distributed as follows:

1. Four units of English
2. Two units of Algebra (Algebra I and II)
3. One unit of Geometry
4. Two units of Foreign Language
5. Two units from History and the Social Studies
6. Two units of Natural Science
7. Four units of other academic electives

A new freshman is any applicant who has attempted 12 or fewer semester hours of college-level course work after high school graduation. Possession of a standard high school diploma means that the applicant met the stated graduation requirements for specific subject matter areas, as determined by the issuing agency (school, county, or state system). Successful completion of the GED or HiSET test may also be accepted in lieu of a high school diploma.

An applicant who has below a 3.0 high school GPA may be reviewed by the Admissions Committee. The Committee may then grant acceptance, grant conditional acceptance, or deny acceptance.

Conditional acceptance means that the student will be limited to a 14-16 semester-hour course load in the first semester, as well as other requirements determined by the Admissions Committee. *Conditional* acceptance does not impose any academic sanction.

A student who has attempted 13 or more semester hours of college coursework after the completion of high school is considered a transfer student. Please visit catalog policy *Applying as a Transfer Student* in the *Academic Policies* section for the admissions criteria for transfer students. A student who is applying for admission to the Associate of Arts or an undergraduate Adult and Graduate Studies program should visit catalog policy *Acceptance Criteria for Undergraduate AGS Programs*, also found in the *Academic Policies* section of the Catalog.

For information regarding academic standards review, please visit the *Academic Standing* policy.

ADMISSIONS

All students who seek admission to King University must complete the *Application for Admission* by visiting apply.king.edu.

A complete application packet for admission may vary depending on the degree program selected. Please check the catalog for specific application packet requirements for each degree option available.

When an application packet has been fully completed with the receipt of all required items, it is reviewed by the Office of Admissions. Students who fail to meet the minimum requirements for regular admission will be reviewed by the Admissions Committee of the Faculty.

Accepted applicants should submit the enrollment deposit, as required, and complete the *Confirmation of Enrollment* form upon receipt of acceptance. This deposit enables the student to register for classes. The deposit is refundable if requested before May 1 for the Fall semester and before the start of classes for the Spring and Summer semesters.

All acceptances to King University are offered provisionally, with the understanding that the acceptance offer is contingent on the student successfully meeting all requirements of the enrollment process, including review of any disclosed criminal convictions. Omission or falsification of information on the application for admission may result in the denial of the application or revocation of admission and dismissal from the university.

King affirms Christian values; however, we do not require that students be Christian. Each undergraduate student is required to earn 12 Chapel, Convocation, and Service (CCS) credits per semester. Students are also expected to respect and to comply with the *Community Life Standards*.

ADVANCED STANDING

The institution encourages well-prepared students to move ahead in their academic programs at a rate commensurate with their aptitude and previous

academic experience. Accordingly, a number of programs are available which permit qualified applicants to seek advanced standing or to receive college credit following a satisfactory performance by examination.

Applicants for admission who participate in the Advanced Placement Program of the College Entrance Examination Board and achieve a grade of three (3) may receive advanced placement in appropriate subject areas without college credit. Students scoring four (4) or five (5) will be granted college credit.

Students enrolled in the institution are granted exemption from basic courses when their level of preparation enables them to progress to more advanced courses. This is particularly true in Foreign Languages, Mathematics, and English. Interested students should inquire of the appropriate academic department chairperson for further specifics.

Most freshman and transfer students will be asked to complete tests used for placement into appropriate courses.

For information regarding College Level Examination Program (CLEP) of the College Entrance Examination Board, testing, and other Prior Learning Assessment, please reference the *Prior Learning Assessment* policy within the *Academic Policies* section of the catalog.

APPLICATION PACKET REQUIREMENTS FOR GRADUATE PROGRAMS

Professional Master of Business Administration (MBA) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a baccalaureate degree from a regionally accredited college or university prior to enrolling. Students should have coursework, earning a C- or better, in the following:
 - a. Statistics
 - b. Marketing
 - c. Finance
 - d. Economics
 - e. Accounting

- f. Computer applications, including spreadsheet and database applications (recommended)

Students who do not meet the above course requirements will be enrolled in the following Business Principles Seminars in the appropriate semester of the program: BUSA 4890 Statistics, BUSA 4891 Economics, BUSA 4892 Accounting, BUSA 4893 Finance, and BUSA 4894 Marketing. The business principles seminars must be completed as a necessary part of the MBA curriculum and must be completed prior to the start of the corresponding course in the MBA program.

Evaluation in the prerequisite courses will be pass/fail. Students who fail to successfully complete a prerequisite class will not be permitted to continue their enrollment in the MBA program until the required course is successfully completed or an alternative prerequisite is substituted for the course.

3. Submit official transcripts from all colleges/universities attended.
 - a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.
4. Submit a 750-1000-word personal statement, indicating interest in the program, professional preparation, academic experience, job-related history, and career goals.
5. Submit the names and email addresses of two professional or academic recommenders for an automated request.
6. Submit a resume, demonstrating a minimum of two years of full-time work experience.

Traditional Master of Business Administration (MBA) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a bachelor's degree from a regionally accredited college or university prior to enrolling.
3. Submit official transcripts from all colleges/universities attended.
 - a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this

requirement may be conditionally accepted.

4. Submit the names and email addresses of two professional or academic recommendations for an automated request.
5. Submit a resume.
6. Submit a 750 -1000-word personal statement, indicating interest in the program, professional preparation, academic experience, job-related history, and career goals.
7. Participate in an interview with the MBA Program Coordinator.

Master of Education (M.Ed.) in Curriculum and Instruction (for students seeking initial teacher licensure) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a bachelor's degree from a regionally accredited college/university prior to enrolling.
3. Submit official transcripts from all colleges/universities attended.
 - a. A minimum cumulative grade point average of 3.0 on a 4.0 scale is required. Students who do not meet this requirement may be conditionally accepted.
4. Submit the names and email addresses of two professional or academic recommenders for an automated request.
5. Receive a passing score on research-based writing sample in current APA format (topic provided).
6. Interview with School of Education Graduate Admissions Committee.
7. An applicant who lacks one or more of the admission criteria will be reviewed by the M.Ed. Admissions Committee on an individual basis and may be considered for admission with conditional status.

M.Ed. students may transfer up to six credits of graduate study with a minimum 3.0 GPA in comparable approved coursework, pending approval of the Program Coordinator of the M.Ed. Program.

Master of Education (M.Ed.) in Curriculum and Instruction (for students who are in a job-embedded

position as the teacher of record in a school) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of completion of a bachelor's degree from a regionally accredited college/university prior to enrolling.
3. Submit official transcripts from all colleges/universities attended.
 - a. A minimum cumulative grade point average of 3.25 on a 4.00 scale in undergraduate work is required OR a minimum of 3.5 in the academic major for the related teaching endorsement.
4. Submit score on Praxis II: Content Knowledge in the teaching endorsement.
5. Submit names and email address of two professional or academic recommenders for an automated reference request.
6. Receive a passing score on a research-based writing sample in APA format. Topic will be provided.
7. Interview with School of Education Graduate Admissions Committee.
8. An applicant lacking any one of the admission criteria will be reviewed by the Graduate Admissions Committee on an individual basis and may be considered for admission with conditional status.
9. If a candidate is admitted on conditional status, all deficiencies must be rectified by the last day of the first semester for the candidate to remain enrolled in the program.

Master of Science in Nursing (MSN) Application Packet Requirements

1. Submit a completed application.
2. Submit evidence of graduation from an accredited baccalaureate nursing program with a minimum cumulative undergraduate grade point average (GPA) of 3.0 on a 4.0 scale prior to enrolling.
3. Submit evidence of satisfactory completion of the following undergraduate courses: Statistics, Nursing Research/Evidence Based Practice, and Health Assessment (as separate courses or integrated concept) with a course grade of C or better. Pathophysiology is highly recommended for the nurse practitioner

concentrations and nurse educator concentrations.

4. Submit official transcripts from all prior colleges/universities.
5. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact Multi-State license with privileges to practice in Tennessee. Students must also hold a license for any state where practicum hours will be completed. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board directly to the Dean of the School of Nursing.
6. Submit a personal essay- prompt provided by admissions
7. Optional Interview.
8. Submit a current curriculum vitae demonstrating professional endeavors and accomplishments, education, career, experience, professional memberships, community service/volunteer/military experience.
9. Submit names and emails of two recommenders. Prefer at least one academic and one professional. (Note: Applicants for guaranteed admission to the MSN program must submit the names and emails of three recommenders. See below for details.)

Students completing a BSN degree from King University may apply for guaranteed admission to a MSN program during the final semester of the BSN program. Students applying for guaranteed admission must meet the following admission criteria in addition to those listed above:

1. a minimum cumulative undergraduate grade point average of 3.5/4.0 or higher
2. application must include two academic and one professional recommendation
3. the student will have received no academic sanctions during the BSN program

Guaranteed admission is contingent on time of application and seats available per semester.

All students should be computer literate with ability to send and download attachments, conduct database searches, and possess competence in word processing,

spreadsheets, presentation software with voice-over or screencasting ability.

An applicant who lacks one or more of the admission criteria will be reviewed by the MSN Admissions Committee on an individual basis and may be considered for admission with conditional status.

MSN students may transfer up to **six (6) credits** of graduate study from another accredited institution and program to be credited toward core or elective program requirements at King.

Courses being transferred must have been assigned a grade of B or higher and must have covered content which is required for a particular core course or specialty program concentration. To request transfer credit, the student must obtain the *Authorization for Acceptance of Prior Graduate/Doctoral Work* form from the Office of Registration and Records. This completed form, along with an official transcript verification of the course and course description must be submitted to the Office of Registration and Records, which will be reviewed by School of Nursing faculty. When authorization of acceptance is given, the Office of Registration and Records will be notified.

Doctor of Nursing Practice (DNP) Application Packet Requirements

1. Submit a completed application.
2. Submit official transcripts of all academic work.
 - a. A baccalaureate and master's degree in nursing with a GPA of 3.25 or higher from a program accredited by the Accreditation Commission for Nursing Education (ACNE) or the Commission on Collegiate Nursing Education (CCNE) is required. Other master's degrees from an accredited university to include but not limited to a Master's in Business Administration, a Master's in Public Health, a Master's in Health Education, or a Master's in Healthcare Administration will also be considered.
3. Submit a 300-word essay describing the reason for seeking a DNP completed in current APA format.

4. Submit a narrative description of past and current clinical practice.
5. Submit a 500-750-word proposal identifying an evidence-based practice problem—this may be a practice improvement issue, a clinical management problem, or an area of clinical research that the applicant will address while in the program. The essay must identify key resources necessary to complete the project and completed in current APA format.
6. Submit a current curriculum vitae demonstrating professional endeavors and accomplishments, education, career, experience, professional memberships, community service/volunteer/military experience and professional scholarly accomplishments.
7. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact Multi-State license with privileges to practice in Tennessee. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board directly to the Dean of the School of Nursing.
8. Submit a copy of advanced practice nursing license and specialty certification, if applicable.
9. Submit verification of *Post-Baccalaureate Clinical and Practice Hours* document completed by the candidate's graduate nurse program.
10. Admission exam is not required, but GRE scores may be submitted.
11. Provide the names and email addresses of three recommenders. At least one should be from a former dean or academic faculty and one from a current or former supervisor.
12. Participate in a face-to-face or electronic interview with nursing faculty, which will include an impromptu writing sample.
13. It is highly recommended, but not required, to provide evidence of the successful completion of a graduate level statistics course within five (5) years prior to program matriculation.

All students should be computer literate, with the ability to send and download attachments, conduct database searches, and possess competence in word processing, spreadsheets, and presentation software with voiceover or screencasting ability.

International Students

For international application and F-1 VISA information, please see the *International Students Policy* in the Admissions Policies section of this catalog.

Application Timeline: Applications for admission will be accepted starting January 1 and will continue through *June 1* prior to the desired fall semester start date. Early application is encouraged to qualify for financial aid.

The DNP Admissions Committee will review all complete applications, select the candidates who meet the set criteria and rank them based on their ability to successfully complete the program. After evaluation of the candidates' files, the DNP Admissions Committee will schedule interviews and administer timed writing samples with the candidates. Once interviews and writing samples are complete, the DNP admissions committee will assign an admission status to each applicant. The admission status will be one of the following:

1. Admitted

The student meets or exceeds all required admissions criteria and, therefore, is fully admitted to the DNP program without any conditions.

2. Provisionally Admitted

The Committee may grant provisional admittance to applicants who do not yet meet all of the admission requirements (anticipated completion of a final semester of a degree program or a single course) but have been able to demonstrate they have been academically successful in the past. The DNP Admissions Committee will work with such students to develop an action plan and timeline for achieving the admitted status.

3. Conditionally Admitted

The student does not meet the minimum grade point average admission requirement; however, the DNP Admissions Committee will permit the candidate to enter the program as long as

the agreed upon conditions are satisfactory met by the student. A signed learning contract is required for this level of acceptance.

4. Admission Denied

The DNP Admissions Committee believes the applicant is not likely to succeed in the DNP program; therefore, the committee will deny acceptance.

The DNP Admissions Committee typically makes its decision within two weeks after the application submission deadline. The Admissions Office will notify applicants of the status of the DNP Admissions Committee review in writing or by email.

The DNP program is an academically rigorous program developed to prepare nursing leaders who integrate Christian faith, scholarship, service, and career into their daily lives. King University seeks students who desire lifelong learning in a Christian environment. Admission to the DNP program is competitive but does not focus on a single factor to determine the best candidates. Decisions for admission will be based on demonstrated academic achievements, work history and performance, leadership ability, community involvement, writing ability, and the ability to successfully develop, implement and evaluate a translational research project.

Upon acceptance to the DNP program, a student wishing to transfer courses from other institutions for credit may request that completed doctoral course work be considered for transfer. A maximum of six (6) semester credit hours may be transferred in. To be considered for transfer credit, a course must have been taken for doctoral credit and must carry a grade of B or better. Courses considered for transfer credit must be from an accredited college or university program. Clinical coursework and courses graded as pass/fail cannot transfer.

To request transfer credit, the student must obtain the *Authorization for Acceptance of Prior Graduate/Doctoral Work* form from the Office of Registration and Records. This completed form, along with an official transcript verification of the course and course description must be submitted to the Office of Registration and Records, which will be reviewed by School of Nursing faculty. When authorization of

acceptance is given, the Office of Registration and Records will be notified.

APPLICATION PACKET REQUIREMENTS FOR UNDERGRADUATE AGS PROGRAMS

Associate of Arts Application Packet Requirements

1. Submit a completed application for admission.
2. Submit official transcripts from all prior colleges attended.
 - a. Applicants with less than a cumulative 2.0 undergraduate GPA may be considered on a conditional basis. If a student has 12 or fewer earned college credits, a high school transcript or GED must also be submitted with a 2.6 high school GPA.
3. Submit ACT/SAT scores (*optional*).
4. Submit an official high school transcript (required for any student who has not completed an associate or bachelor's degree).

All undergraduate AGS programs require:

1. Submit a completed application.
2. Submit official transcripts from all prior colleges attended.
 - a. Applicants with less than a cumulative 2.2 undergraduate GPA may be considered on a conditional basis.
3. Submit ACT/SAT scores (*optional*).
4. Submit an official high school transcript (required for any student who has not completed an associate or bachelor's degree).

Bachelor of Science in Nursing for Registered Nurses Application Packet Requirements

1. Submit a completed application.
2. Submit official transcripts from all prior colleges or diploma programs attended.
 - a. Applicants with less than a cumulative 2.75 undergraduate GPA on a 4.0 scale may be considered on a conditional basis.
3. Submit a copy of current unencumbered license as a Registered Nurse from the Tennessee Board of Nursing or a compact

Multi-State license with privileges to practice in the state of Tennessee. Applicant should not be on probation and must report any past or current disciplinary action taken by a State Board directly to the Dean of the School of Nursing. If the student is a new graduate from an associate degree or diploma program, the student may be accepted on provisional status for one academic semester to obtain and submit an RN license to the School of Nursing. Students who fail to obtain and submit an RN license to the School of Nursing prior to the start of the second semester will be unable to attend nursing classes but may continue in core courses (TCOM, LIBS, RELG) until an RN license is obtained and submitted to the School of Nursing.

Bachelor of Social Work Application Packet Requirements

1. Submit a completed application.
2. Submit official transcripts from all prior colleges and universities attended.
 - a. Applicants are required to hold a minimum 2.2 cumulative GPA on a 4.0 scale. Students whose cumulative GPA lies below 2.2 may be considered on a conditional basis or accepted as “pre-social work” temporarily until the GPA rises to the required limits. Students are expected to maintain a minimum GPA of 2.2 while in the program.
3. Submit a specific application to the Social Work program. This may be accessed at <http://www.king.edu/admissions/ags/programs/bsw/programapplication.aspx>.
 - a. Complete the required self-assessment form.
 - b. Write and submit a 300-500-word personal statement using the prompt on the *Social Work Application Form*.
4. Participate in an interview with Program Committee (via video conferencing online, by telephone, or in person) should questions arise regarding any part of your application packet.

Bachelor of Arts in Interdisciplinary Studies K-5 Licensure (Elementary Education) Application Packet Requirements*

1. Submit a completed application.
2. Submit official transcripts from all prior colleges attended.
 - a. Applicants with less than a cumulative 2.75 undergraduate GPA may be considered on a conditional basis.
3. Complete the Praxis Core Academic Skills Assessment. Applicants with ACT composite scores of 22 or higher or SAT math/verbal scores of 1020 or higher are exempt.

*All students will complete the formal process for admission to Teacher Education in EDUC 2030 *Introduction to Education*. For general program admission requirements, please see *Teacher Education under Academic Programs*.

APPLYING AS A NEW FRESHMAN

An application for admission as a new freshman is complete when the following materials have been submitted:

1. A completed application form (along with essay, if required).
2. Official transcripts of all high school courses and grades (must include a minimum of six completed semesters).
3. OPTIONAL: Scores from either the Scholastic Aptitude Test (SAT I) of the College Entrance Examination Board or the American College Testing Program (ACT).

Students educated at home should follow the same procedures as any other candidate for the freshman class. A high school transcript and documentation or a high school diploma or its equivalency (e.g., GED) should be presented.

APPLYING AS A TRANSFER STUDENT

Admission Requirements

Transfer candidates for admission to undergraduate degree programs must submit these documents:

1. A completed application
2. Official transcripts from all institutions of higher education previously attended

3. An official high school transcript (only for any student who has not completed an associate or bachelor's degree)

Admission to King University does not guarantee admission to all academic programs. For further information, please see program admission requirements.

Previously Earned Degree from Another Institution

King University will recognize transfer candidates who have earned a degree prior to matriculation at a regionally accredited college or university. The following degrees are accepted as meeting the general education requirements of King University:

- Associate of Arts
- Associate of Science
- Associate of Arts and Science
- Bachelor's Degree

Generally, Associate of Applied Science degrees are not accepted for meeting general education requirements at King University. Credit is not given for coursework unrelated to the university's offerings (e.g. auto mechanics and other terminal vocational, technical, and occupational courses).

Associate in Science degrees will be accepted after verification that a minimum of 30 semester hours of general education at a regionally accredited institution were completed prior to matriculation. Students must have at least one course that meets the General Education Requirements below.

General Education Requirements

To graduate from King University with a baccalaureate degree, all students must have earned a minimum of 30 semester hours of general education at a regionally accredited institution. By graduation, students must have at least one course in each of the following categories.

1. Citizenship
2. English Composition I
3. English Composition II
4. Human Creative Products
5. Human Culture
6. Humanities: History
7. Humanities: Literature
8. Quantitative Literacy
9. Science

In addition to fulfilling each of the categories above as well as the Common Experience, traditional students will complete their General Education requirements by passing a Wellness for Life course.

Specific Majors/Minors Requirements

Some academic programs, both majors and minors, require specific general education courses as prerequisites. If transfer students bring in other general education courses and thereby satisfy general education requirements, they still must take the required prerequisite courses.

In addition, some programs have GPA requirements for all prior coursework, whether completed at King University or at another regionally accredited college or university.

Evaluation of Prior Coursework

All transfer coursework is evaluated using the following criteria:

- The educational quality of the coursework
- The age of the coursework
- The comparability of the nature, content, and level of the courses presented to King University courses
- The appropriateness and applicability of the coursework to the programs at King University
- The intent of the coursework, i.e. whether it is designed for transfer

Only grades of C- or higher will qualify a course as transfer credit. A maximum of 76 semester hours of accepted credit may be applied to a student's King University academic program.

The *Transfer Credit Acceptance* policy explains how previous courses above the level of general education courses may be submitted for review.

Graduation Requirements

All transfer students must complete a minimum of 48 semester hours at King University. All King University students must complete 124 semester hours to graduate. At least one-third of the coursework in a student's major discipline must be completed at King University.

Hours transferred that are neither general education credits nor courses applied to the student's major will be classified as general electives.

Traditional Candidates

Candidates for admission to Traditional programs who have earned fewer than 13 semester hours of college coursework must have earned a cumulative GPA at prior institutions of 2.0 on a 4.0 scale and meet the requirements for New Freshman as stated in Catalog policy *Applying as a Freshman* and *Academic Preparation*.

An applicant who has below a 2.0 cumulative college GPA may be reviewed by the Admissions Committee. The Committee may then grant acceptance, grant conditional acceptance, or deny acceptance.

Conditional acceptance means that the student will be limited to a 14 -16 semester hour course load in the first semester, as well as other requirements determined by the Admissions Committee.

Conditional acceptance does not impose any academic sanction.

Candidates with no prior degree who are entering a Traditional academic program must complete the King University Core Curriculum.

All traditional transfer candidates must complete the Common Experience courses listed below:

1. KING 2000 Transfer Year Experience (1 s.h.)
2. KING 3000 Cross-Cultural Experience (0 s.h.)
3. KING 4000 Christian Faith and Social Responsibility (1 s.h.)
4. RELG 1001 Foundations of Christian Thought and Practice (4 s.h.)

Adult and Graduate Studies (AGS) Candidates

AGS Candidates with fewer than 45 semester hours of transferrable college-level coursework may be admitted as degree-seeking under the student's intended program of study. It is highly recommended that these students complete all General Education requirements and elective hours needed before starting their major coursework.

All AGS transfer candidates entering academic programs must complete RELG 1001 *Foundations of Christian Thought and Practice* (4 s.h.).

Because AGS programs are offered in an accelerated format, candidates for admission to a program must meet the program's minimum cumulative GPA requirements for credits earned at other regionally accredited institutions. See *Application Packet Requirements for Undergraduate GPA Programs* in this catalog for program specific minimum GPA requirements. Students with a GPA that is lower than a program's minimum GPA may be considered for acceptance on a *conditional* basis if they are able to supply a rationale for the possibility of success in a King University AGS program. *Conditional* acceptance means that the student will be limited to a 14 -16 semester hour course load in the first semester, as well as other requirements determined by the Admissions Committee. *Conditional* acceptance does not impose any academic sanction.

A plan of study for graduation with the student's desired degree program must be created at matriculation.

AGS Program Application Packet Requirements

For specific AGS program application packet requirements, please visit catalog policy *Acceptance Criteria for Undergraduate AGS Programs* and *Acceptance Criteria for Graduate Programs*.

APPLYING FOR READMISSION TO KING

A student who desires to return to King University after not being enrolled for at least one semester may apply for readmission. Applicants must apply for admission by completing the admissions application at apply.king.edu. In addition to completing the application for readmission, the student should submit a letter presenting justification for readmission. Every applicant seeking readmission into King University must submit a statement indicating why they left the institution originally, why they seek to return now, and what factors have improved so that they can be successful in their program of study. This statement should be 300-400 words in length.

A student's account must be clear of all holds from the following offices:

- Academic Affairs / Office of Registration and Records
- Business Office

- Financial Aid Office
- Security Office
- Student Affairs Office

The student will be notified by the Admissions Office should there be any holds on his or her account preventing readmittance. It is the responsibility of the student to contact the appropriate office to resolve any outstanding issues once notified. All outside transcripts must be supplied to the Office of Registration and Records prior to registration. Students may not register for courses or attend classes if they have any outstanding transcripts. The transcripts must be official and show no coursework as in progress. Students may receive transfer credit for courses that correspond or are equivalent to courses taught at King.

To determine whether a student's catalog requirements will change or if course credits taken previously at King may expire, please review catalog policy *Time Limit for Completion of Degree Requirements* in the *Academic Policies* section of the catalog.

Undergraduate

An undergraduate student who left King in good academic standing may be considered for readmission with a cumulative grade point average of 2.0 or higher in coursework completed at all institutions.

Graduate

A graduate student who left King in good academic standing may be considered for readmission with a cumulative grade point average of 3.0 or higher in coursework completed at all institutions.

Readmission to a Specific Program

Some academic schools may require additional approvals for readmission to specific programs. For more information on re-admitting to a specific program, please contact the Office of Admissions.

Readmission Following Academic Suspension or Dismissal due to a Student Conduct Violation

A student who has been academically suspended or dismissed due to a student conduct violation may, after one semester, apply for readmission by observing the following procedures:

1. After completing the application for readmission and submitting official transcripts, The Office of Registration and Records will evaluate the student's original records and any course work completed since the suspension.
2. Students who were dismissed due to student conduct must receive approval from the Student Affairs Committee prior to readmission consideration.
3. The student must be cleared to re-admit by the previously listed offices.
4. If there is reason to believe that the student would profit from another opportunity to attend King University, the university will allow the student to enroll with probationary status following at least one semester of suspension.
5. If it is necessary to suspend the student a second time, that student will not be eligible to apply for readmission.

DUAL ENROLLMENT STUDENTS

A high school student who desires to take college level coursework while still enrolled in high school may apply as a Dual Enrollment student. Dual Enrollment is for high school juniors (11th grade) and seniors (12th grade).

A student interested in participating must:

1. Complete the *Application for Dual Enrollment* form.
2. Submit an official high school transcript. A minimum of a 3.0 high school cumulative GPA and completion of at least two years of high school work is required.
3. Make payment arrangements to cover the course cost prior to the start of classes.

All application materials must be submitted and approved prior to the first day of classes at King University. Courses are available on a space available basis.

Students may take four (4) semester hours in the first semester as a Dual Enrollment student. Following the first semester, students may attempt eight (8) semester hours as long as the student maintains a 3.0 high school cumulative GPA. No more than sixteen (16)

semester hours may be taken as a Dual Enrollment student.

Dual Enrollment classes will follow the master class schedule of King University. Dual Enrollment students will be expected to attend classes if King University is in session, even if their high school is not. Any absence should be discussed with the professor, and assistance for extended absences is available through the Office of Student Affairs at 423-652-6310.

For more detailed information about Dual Enrollment at King University, including application, course cost, grant opportunities, refund policy, and registration dates, please visit www.king.edu/dualenrollment.

INTERNATIONAL STUDENTS

International students applying to King University are required to submit a completed International Student Application form along with a non-refundable \$50.00 application fee. This application is available from the King University Office of Admissions and is also available at <http://admissions.king.edu>.

King University requires a TOEFL score of at least 563 (paper), 223 (computer), or 84 (Internet) for admission.

International students desiring F-1 student status are required by the United States Citizen and Immigration Services (USCIS) to provide to the institution:

1. A completed and notarized *Sponsor's Statement of Financial Support* along with financial documents proving financial ability
2. Original official transcripts of all high school and college/university grades and courses
3. Official transcript evaluation and translation document from an approved foreign credit transcript evaluation service
4. Official TOEFL test scores
5. Official English translations of all documents (e.g. bank statements) related to the admissions process

When all documents described have been received, the application will be processed. Accepted applicants must make an enrollment deposit equivalent to the cost of tuition, fees, room, and board for one semester and liability insurance for one year. Upon receipt of the deposit, the student will be issued an I-20, *Certificate of Eligibility for Nonimmigrant (F-1) Student Status*.

PART-TIME STUDENTS

A student who desires to become a degree candidate but not enroll as a full-time student may apply for admission as a part-time regular student. Applications are processed in the same manner as those for full-time students.

NON-DEGREE SEEKING STUDENTS

Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. Non-degree seeking students are not eligible for institutional scholarships or state or federal financial aid. Except in rare cases with strong academic rationale and with approval of the President or Provost, non-degree students may not participate in intercollegiate athletics. Non-degree students are part-time students and are expected to enroll in no more than one class per term. If students wish to enroll in more than one class per term, they must request permission from the Office of Registration and Records and Program Coordinator. See the Non-Degree Seeking section under the Financial Information section for explanation of charges.

Non-degree seeking students must apply for non-degree seeking admission by completing an application at <https://studentapp.king.edu>. Students should submit proof of high school graduation or GED/HiSET and a transcript from the last institution attended. Enrollment as a non-degree student does not guarantee regular admission to the University. The University reserves the right to refuse admission to any applicant if the University, in its sole discretion, determines that the applicant does not have the ability to benefit from the University's instruction or that it is in the best interest of the University or the applicant to do so.

[Note: See Dual Enrollment and Lifelong Learners for admission requirements for those programs.]

AGS/ONLINE STUDENT COST STRUCTURE

Tuition by Program

For the 2020-2021 academic year, tuition pricing is available on the King University website for each Adult and Graduate Studies (AGS) program.

Employer Reimbursement

Students receiving employer reimbursement must submit on the student portal a copy of their employer's reimbursement policy, a letter of the student's eligibility on company letterhead, and a *King University Employer Reimbursement* form. This must be submitted on the student portal by the tuition due date **each** semester to be considered "employer reimbursed".

You can access "Employer Reimbursement" via the student portal. Click on the "My Finance" tab on the left side, then click on "Employer Reimbursement".

King Institutional Aid

AGS/Online students are not eligible to receive any form of institutional scholarships or grants. This includes athletic scholarships.

Athletic Participation

Undergraduate students wanting to participate in Intercollegiate Athletics at King University must be enrolled in the Traditional Program. Undergraduate students who wish to enroll in an AGS or online program must get special approval from the Registrar and Financial Aid. If approved, the student will still be classified as a traditional student with the traditional student cost structure.

Graduate AGS or Graduate Traditional students with remaining eligibility may participate in Intercollegiate Athletics at King and be awarded an Athletic Scholarship at the coach's discretion.

ADDITIONAL AND PART-TIME FEES

Part-Time Traditional Degree Seeking Students

Students working towards a degree will be charged \$600 per semester hour for all hours up to but not including 12 hours. Part-time students pay a \$120 comprehensive fee.

Non-Degree Seeking Students

Non-degree enrollment status is designed for students who wish to take courses but do not plan to pursue a degree. Non-degree seeking students are not eligible for institutional scholarships or state or federal financial aid. Except in rare cases with strong academic rationale and with approval of the President or Provost, non-degree students may not participate in intercollegiate athletics. Non-degree students are part-time students and are expected to enroll in no more than one class per term. If students wish to enroll in more than one class per term, they must request permission from the Office of Registration and Records and Program Coordinator. See the Non-Degree Seeking section under Admissions Policies for admissions requirements and information regarding the application process.

The University reserves the right to cancel or discontinue any course because of low enrollment or for other reasons deemed necessary. Program Coordinators will be consulted during this process. Faculty and students will be notified if a course is cancelled.

- **Undergraduate Courses:**

Students who are not working toward a degree and who take only one course per semester will be charged \$75 per semester hour.

- **Graduate Courses:**

Students who are not working toward a degree and who take only one course per semester will be charged \$300 per semester hour. Non-degree seeking students are limited to a maximum of two graduate courses. Students completing an additional MBA concentration will be permitted to enroll as non-degree seeking students in the three graduate courses required for the concentration. Those students will be charged the MBA-Online program rate for all courses.

Lifelong Learners

King University offers a select set of collegiate courses for adults aged 60 and over. Adult learners audit non-credit classes at King's main campus in Bristol, Tennessee, free of charge.

Special Fees and Charges

Special fees and charges are not eligible for payment through institutional financial aid. Those are:

- **Audit Fees**

Students auditing a course; that is, attending a class as a listener receiving no credit; will be charged \$70 for each semester hour scheduled. An audit fee will not be charged to a student already paying the fees of a full-time student. Audit fees are not refundable.

- **Online Tech Fees**

A \$100 fee will be charged for each online course for Adult and Graduate Studies students.

- **Overload Fee**

An exceptional student may carry more than twenty hours by special permission of his/her advisor and the Provost. There is an additional charge of \$300 for each semester hour taken above twenty (prorated for fractional hours). Overload fees are not refundable.

- **Music Fee**

A uniform course fee of \$350 per semester is charged for registration of voice, piano or organ for a one-hour lesson per week. The course fee is non-refundable after the first 10 days of class.

A fee waiver is available to Music and Music Education majors/minors for the second applied music course taken during a single semester. Students taking three or more applied music courses to fulfill major requirements will only have one course fee waived.

- **Laboratory Science Breakage Fee**

The cost of science laboratory breakage will be paid by the student as determined by the course instructor.

- **Clinical Experience Fee for Teacher Education**

A per-semester fee of \$150 is charged for all students enrolled in semester-long clinical experience. This applies to undergraduate, post-baccalaureate, and graduate programs. It does not apply to practica, internships, and

observations which total less than 150 on-site hours per semester.

- **Nursing Fees**

Students in the nursing programs will be charged fees to cover program and/or course supplies and resources. Program fees are outlined in the following chart:

Pre-licensure BSN:	\$1135 <i>Non-refundable</i>	Charged upon admission to clinical courses	Clinical lab supplies, electronic testing, course materials
	\$75	Charged upon admission to clinical courses	School of Nursing documentation fee
	\$300	Charged when entering Capstone course 4200	NCLEX prep
	\$200		NCLEX exam fee
	\$50	Charged upon repeat registration to Capstone course 4200	NCLEX prep
RN-BSN	\$12	Charged each semester	Research/library resources
	\$75	Charged upon registration for 3410	Health assessment supplies
	\$75	Charged upon admission	School of Nursing documentation fee
MSN NE, NA, FNP, PNP, PMHNP Post-MSN NE, FNP, PMHNP	\$12	Charged each semester	Research/library resources
	\$75	Charged upon admission	School of Nursing documentation fee
MSN NE, FNP, PNP, PMHNP Post-MSN NE, FNP, PMHNP	\$275	Charged upon registration to 5004	Health assessment kits
MSN FNP, PNP, PMHNP, Post-MSN FNP, PMHNP	\$90	Charged upon admission	Clinical fee
MSN FNP, PNP, Post-MSN, FNP	\$1000	Charged upon entry to 5018, 5019, 5021, 5023, 5024, 5025	Clinical fee
MSN PMHNP, Post-MSN PMHNP	\$2000	Charged upon entry to 5078, 5079	Clinical Fee

DNP	\$12	Charged each semester	Research/library resources
	\$75	Charged upon admission	School of Nursing documentation fee

All students are required to complete a drug screen upon admission to the program and as required per clinical agency protocol. Drug screens must be completed through Castlebranch. Initial drug screens are included in the School of Nursing documentation fee. Each additional drug screen cost \$40.

- **Liability Insurance for Nursing Students**

All nursing students are charged a one-time fee for liability insurance during a student's first semester of enrollment in nursing courses.

Coverage is required of all nursing students.

Liability insurance fees are based on program as listed below:

1. Pre-licensure BSN: included in first semester clinical fees
2. RN-BSN: \$40
3. MSN Nurse Educator and Nurse Administrator: \$40
4. Post-MSN Nurse Educator Certificate \$40
5. MSN Family Nurse Practitioner, Psychiatric Nurse Practitioner, and Pediatric Nurse Practitioner: \$65
6. Post-MSN Family Nurse Practitioner and Post-MSN Psychiatric Mental Health Nurse Practitioner: \$65
7. DNP: \$65

King assumes no responsibility for students' employment or volunteer activities. If a student is employed as a nurse or other health care worker independent of his or her student role, the University has neither insurance nor responsibility. Legal liability is the responsibility of the student.

- **Residence Hall Room Deposit**

When a room deposit is paid during the Spring semester for the upcoming Fall semester, the student may cancel and request a refund by the last business day of May. When a room deposit is paid during the Fall

semester for the upcoming Spring semester, a refund must be requested by January 1. Otherwise the room deposit is non-refundable.

- **Residence Hall Damage Deposit**

A damage deposit of \$100 must be paid by each resident student. Damages for which the student is held responsible will be charged annually against the student's account. There must always be a \$100 deposit on the account. Upon final residency at King University the \$100 deposit, less any charges for the year, will be returned.

- **Private Residence Hall Room Fees**

A student may request a private room for an additional fee: \$200 per semester for single-room occupancy and \$350 per semester for double-room occupancy.

- **Graduation Fee**

A one-time fee of \$125 is required of all graduates with associate and bachelor's degrees. Graduates in the master programs are charged a fee of \$175, and graduates in the doctoral programs are charged a fee of \$250. Non-participation in the graduation ceremony does not waive the fee cost. Each graduating student must pay this fee.

- **Equipment Expense**

Students may require the use of a webcam for online course participation as well as online test administration.

- **Background Check**

Students majoring in Education, Nursing, and Social Work are required to complete a Background Check to meet the standards of the clinical agencies associated with the field of study. Students are responsible for all fees associated with the background check. There is a \$65 fee for each background check.

Nursing students in the following programs are required to complete a background check upon admission to the program: pre-licensure BSN, MSN, post-MSN certificates and DNP. Students may be required to complete

additional background checks per clinical agency protocol.

• **Vehicle Registration**

Students must register their vehicle online via the student portal. Once the registration is complete, a decal will be issued by the Security Department. There is an \$80 fee for the parking decal, which is good for the academic year. For students bringing a vehicle on campus beginning in the Spring semester, the registration fee is \$40 for the remainder of the academic year. There is no charge for Adult and Graduate Studies students.

• **Late Fees**

A late fee of \$100 will be charged to all accounts with an outstanding balance greater than \$100 by the first day of the semester. After the fifth day of the semester if the balance is not paid in full or secured by the following arrangements, the student may be purged from classes. The account must be paid in full, have payment arrangements secured with financial aid by submitting all documents to the Financial Aid Office and the aid award finalized, enrolled in the deferred payment plan, or have employer reimbursed documents submitted to the Business Office.

FULL-TIME TRADITIONAL STUDENT COST STRUCTURE

The cost of attending King University includes tuition, a comprehensive fee, the cost of books and course materials, and personal expenses which will vary. A reasonable estimate of such expenses for an academic year would include \$1,560 for books and \$3,590 for comprehensive personal expenses plus transportation costs.

For the 2020-2021 academic year, the cost structure for full-time students carrying a normal load, between 12 and 20 hours, excluding any special course fees, is:

Academic Year 2020-2021

	<u>Semester</u>	<u>Year</u>
Full-Time Tuition	\$15,053	\$30,106
Comprehensive Fee	\$867	\$1,734
Add for Boarding Student:		
Room*	\$2,357	\$4,714
Board	<u>\$2,336</u>	<u>\$4,672</u>
Total	\$20,613	\$41,226

*Plus a one-time \$100.00 damage deposit

NOTE: Room in Hyde Hall: \$2,457/semester

All students taking 12 hours or more, regardless of academic classification, shall pay tuition and the comprehensive fees of a full-time student. Financial Aid may be applied to the tuition and fees of degree-seeking students only.

The costs of attending **Summer Term** are:

Tuition (per semester hour)	\$125
Room.....	\$340

GENERAL FINANCIAL INFORMATION

All tuition and fee charges must be paid by the first day of the semester. **No official academic credentials (grades, transcripts of record, or diploma) will be issued to the student until all university bills are paid.**

Students are responsible for all charges on the student account. The institution reserves the right to refer uncollected account balances to a collection agency. If a period of 60 days passes without any activity on an account with an unpaid balance, a 30-day notice letter is sent to the student. If no payment is received within the next 30 days, the account is placed in collections. The student will be responsible for paying the collection fee, which may be based on a maximum percentage or up to 40% of the delinquent balance, together with all costs and expenses, including attorney fees for the collection of the unpaid balance. A delinquent account may be reported to major credit bureaus.

The general process of inflation, which produces an increased cost of living, bears a special weight on the Institution, and it is likely that this will necessitate an increase in student fees from time to time. Therefore,

the institution reserves the right to change tuition and fee costs as well as deferred payment and collection procedures at any time.

All charges to students are subject to subsequent audit and verification. Errors will be corrected by appropriate additional charges or refunds.

Student Accident Insurance Policy

All full-time traditional undergraduate students attending King University are automatically enrolled in the *Student Accident Insurance Plan*. The fee for this coverage will be charged to the student's account and may NOT be waived. For additional information regarding the plan, please visit www.king.edu.

Traditional Boarding Fees and Meals

All students living in university residence halls must pay boarding fees. There are two (2) Residential Meal Plans to choose from and plans include "Dining Dollars" which can be used in the *King's Den*. Information on both plans can be obtained in the Dining Hall. Students with special dietary needs should contact the Director of Dining Services.

Commuter and AGS Meal Plans

There are Meal Plans available and each plan includes "Dining Dollars" which can be used in the *King's Den*. Information on these plans can be obtained in the Dining Hall. Spring semester meal plans do not transfer to a future semester. All commuter plans, if not used, are not refundable.

Payment Online

King University offers online services for your convenience in making payments on your student account. There is a 2.9% fee applied to all credit card payments. You may access the system at <https://payments.king.edu>. A student will enter his/her last name and birthdate. The student will then enter credit card information, including expiration date and security code. Once a student clicks "submit," the payment will be credited to the student account the following business day.

Payment by Check

When paying by check, a student expressly authorizes his/her account to be electronically debited or bank drafted for the check amount plus any applicable fees.

The use of a check for payment is acknowledgement and acceptance of this policy and its terms and conditions.

If a student's check is returned for insufficient funds, it is handled through *Check Velocity* and is converted into an ACH item, which is electronically re-presented to the account on which the check is drawn. *Check Velocity* will charge the check writer's account the state-regulated NSF fee to cover the cost of collection. If the ACH item does not clear the account as presented by *Check Velocity*, the check will be returned to King University. The institution reserves the right to charge a collection fee of \$25 on any returned check. Repeated returned checks will result in the loss of check cashing privileges in the Business Office.

Deferred Payment Plan

The institution offers as a service to students and their parents a deferred payment plan that is administered by a third party. The plan allows families to budget educational expenses in convenient monthly payments. There is no interest charged since this is not a loan. There is a non-refundable enrollment fee per semester charged by the payment plan provider. Monthly payments will be automatically debited from the designated bank account or charged to the designated credit card. Refer to the student portal for more information. You can access the payment plan via the student portal.

MILITARY MOBILIZATION

Students called to active duty because of military mobilization will have their academic progress disrupted. Orders need to be sent to the Office of Registration and Records for the student's academic file. King University will address the issues related to military mobilization as described below.

- **Academic**

The student withdrawing because of military mobilization shall be withdrawn without penalty (grade of W) and the reason for withdrawal shall be documented in the student's academic record. Individuals withdrawing close to the end of the term at the discretion of the Provost and

the course instructor may be permitted to complete the course.

- **Financial**

The student shall incur no personal out of pocket financial liability to King University as a result of being called to active military duty.

When the withdrawal date is determined, the withdrawal policies will be applied, and the calculation performed. All balances still owed by the student will be cancelled, and all money paid by the student out of pocket will be refunded.

- **Readmission**

When the military obligation has been satisfied, the student may be re-enrolled at King University by completing the readmission process. His/her academic standing will be the same as it was at the beginning of the term during which the student left for military duty.

There will be no negative satisfactory progress repercussions for withdrawal. All academic scholarships controlled by the University at the time of withdrawal will be reinstated if the student is re-enrolled.

The U.S. Department of Education has established the following guidelines applying to military personnel who are activated or reassigned for a period of time. The U.S. Secretary of Education treats borrowers who are ordered to active duty and who have direct loans or other loans held by the Department of Education in accordance with this guidance. The following information is taken from the September 2001 letter from the Department of Education Deputy Secretary William D. Hensen (GEN-01-13).

Loan Issues

- **Borrowers whose Title IV loans are in an in-school, in-school deferment, or grace period status**

If a borrower's loans are in an in-school status, an in-school deferment status, or in a grace period status when the borrower is ordered to active duty or reassigned, the lender must maintain the loans in that status during the

period of the borrower's active duty service or reassignment, plus the time necessary for the borrower to resume enrollment in the next regular enrollment period that is reasonably available to the borrower, if the borrower wishes to go back to school.

However, this maintenance of loan status may not exceed a total of three years including the time necessary for the borrower to resume enrollment.

Additionally, if the loan was in a grace period status at the time the borrower was ordered to active duty, the period of time during which the borrower was serving on active duty is excluded and the borrower would receive his/her full grace period in the future.

- **Borrowers whose Title IV loans are in repayment (other than in an in-school deferment status)**

For borrowers whose loans are in repayment (other than those in an in-school deferment status) lenders or Perkins schools must grant forbearance for the expected period of the borrower's active duty service, beginning on the first day of active duty, not to exceed one year. The forbearance must be granted based upon the request of the borrower, the borrower's family, or another reliable source. The request need not be in writing and the forbearance can be granted without supporting documentation and without a written forbearance agreement. The reasons for granting the forbearance must be documented in the borrower's loan records. Forbearance beyond the initial period will require supporting documentation and a written agreement with the borrower, unless we provide guidance extending the one-year limitation. During the initial forbearance process, lenders are encouraged to examine the borrower's eligibility for a military or other deferment.

- **Borrowers whose loans are in default status**

If a borrower is in default on a loan, the guaranty agency or Perkins school must, upon being notified that the borrower has been called to active duty, cease all collection

activities for the expected period of the borrower's military service, through September 14, 2002, unless we provide guidance extending this period. Collection activities must resume no later than 30 days after the end of the borrower's military service or September 14, 2002, whichever is earlier. We will treat borrowers with defaulted loans held by the Department the same way.

- **Institutional Charges and Refunds**

The Department of Education strongly encourages schools to provide a full refund of required tuition, fees, and other institutional charges, or to provide a credit in a comparable amount against future charges for students who are forced to withdraw from school as a result of the military mobilization. In addition, we urge schools to consider providing easy and flexible re-enrollment options to affected students.

- **Return of Title IV Funds Treatment**

If a Title IV eligible student withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, the school must perform the Return of Title IV Funds calculations that are required by the statute and regulations. If those calculations result in the school being required to return funds to one or more of the Title IV programs, it must do so. In many cases such a return of funds by the school will reduce the student's loan debt. An institution, however, is not required to collect an overpayment of grant funds based on the Return of Title IV Funds calculation for such a student. Therefore, the school is not required to contact the student, notify NSLDS, or refer the overpayment to the Department in these cases.

NOTE: For information on refund and repayment policies at King University, see catalog section entitled, *Refunds*.

PAYMENT OF STUDENT ACCOUNTS

The Business Office will issue bills for the appropriate tuition and comprehensive fees to registered students approximately four to six weeks prior to the start of each semester. **Failure to receive**

a bill does not exempt a student from the timely payment of charges. Payments are accepted in the form of cash, checks, credit card, wire, payment plan, or online payments at <https://payments.king.edu>. There is a 2.9% fee for all credit card payments. **All student accounts must either be paid in full by the designated due date, or have payment arrangements made by secured financial aid, or be enrolled in the payment plan.**

Charges and Financial Aid awards shown on the Billing Statement are based on the student's account at that time. As changes occur in a student's registration, the charges and financial aid may fluctuate as well. **Students must accept the financial aid award package for the aid to be reflected on the account.**

Failure to pay the full balance or enroll in the deferred payment plan within the first week of the semester may result in cancellation of registration for the semester.

Book Vouchers

Students with a credit balance on their accounts may request from the Student Portal a book credit voucher to be used to purchase textbooks through King University's third-party vendor. A credit balance occurs when all financial aid sources are fully processed, and the funds are received or guaranteed. The book credits will be available approximately three weeks prior to the start of each semester. Individual availability is dependent on the completion of the award letter and the financial aid package.

REFUNDS

Refunds of Room and Board

When a student moves out of the residence hall during a term for which the student has been charged, a pro-rated refund of room and board charges will be made through the first eight weeks, based on the whole number of weeks remaining in the semester.

Refund of Credit Balances

A student's account reflects charges and fees, as well as payments and financial aid. When there is an

excess of credit amounts greater than the debit amounts, a credit balance exists.

A federal credit balance (or Title IV credit balance) exists when the total amount of Title IV federal student aid exceeds the allowable charges for the semester.

When a credit balance exists on a student account, as the result of an overpayment or from financial aid funds, a refund may be available to the student after the 10th day of classes. Accounts are only eligible for refund after all grant or loan funds have been received and processed by the Financial Aid Office and the Business Office. An automatic refund will be issued if the credit balance is a Title IV credit balance.

To otherwise receive a refund, a student check request form will need to be submitted to the Business Office each semester. This form can be completed within the student portal. Refunds will be issued weekly on Wednesdays.

If a credit balance exists on the student account when the student leaves the University, the balance will be applied to any institutional debt if applicable, thus reducing the amount owed to the University. Otherwise the balance will be refunded to the student.

In cases where there is a conflict in policies and procedures, the following shall be the order of compliance: Federal regulations, state regulations, and lastly, King policies and procedures. For example, Section N of 8VAC40-31-160 (SCHEVE POPE Regulations) takes precedence over the University's refund policy unless the regulation conflicts with Federal regulations.

Withdrawal as a Degree Seeking Student

When a student registers, the University assumes full-year enrollment, provides facilities, and executes contracts to provide for the student for the entire year. If a student ceases attendance from all courses registered for the semester, then a withdrawal calculation must be done. Fifteen-week courses can be dropped within the two-week verification period and have charges adjusted accordingly. If a student has been marked "Present" in a modular course or accepts the *Course Expectations Agreement (CEA)*

online, that constitutes as attendance, and the course will be charged. A modular is a course that is shorter than full-term and does not span the entire payment period or period of enrollment.

Withdrawal calculations are made in accordance with Department of Education regulations, regardless of whether the student has federal financial aid. The withdrawal date varies, depending on the date of notice and the attendance of the semester. There are federal guidelines that must be followed in determining the withdrawal date. Tuition, fees, and room and board, as well as the financial aid, will be pro-rated accordingly. If applicable, the amount of Title IV and other financial aid will be adjusted based on the withdrawal calculation.

Upon completion of the withdrawal calculation, a copy will be sent to the student with either a bill or a check, depending on the outcome of the calculation of the student account.

There are two formulas which may be applied:

1. **The Return of Title IV Funds**
2. **The Return of Institutional, State and Outside Funds**
 - a. Calculated as a secondary formula for those who have Title IV funds
 - b. Calculated as the primary formula for those who do not have Title IV funds
- i. **Return of Title IV Funds**

Determine the percentage of aid earned by a Title IV recipient by calculating the percentage of the period that the student completed. Use calendar days and exclude scheduled breaks of at least five days in length. Beyond 60%, there will be no recalculation of charges or refunds and the student will be charged for the entire semester.

$$\frac{\text{Days completed in period}}{\text{Total days in period}} = \% \text{ of period completed}$$

Determine the amount of earned Title IV aid by applying the earned percentage to the total Title IV aid that was or could have been disbursed to the student.

(% of period completed) x (Title IV aid that was or could have been disbursed) = Earned Aid

Determine the amount of unearned Title IV aid by subtracting the earned aid from awarded Title IV aid (disbursed or could have been disbursed, excluding Federal Work Study). The difference is the amount of Title IV money that must be returned.

(Awarded Aid) - (Earned Aid) = Amount of Unearned Aid (Title IV \$ returned)

Distribute responsibility for returning unearned aid between the school and the student. (Any portion of the student's share that is allocated to a loan program is repaid under the terms and conditions of the loan as specified in the promissory note.)

Allocate unearned aid back to the Title IV programs. Unearned funds are allocated to the Title IV programs from which the student received assistance, in the following order:

- Unsubsidized Federal Direct Loan
- Subsidized Federal Direct Loan
- Federal Perkins Loan
- Federal Plus Loan
- Federal Pell Grant
- Federal SEOG Grant
- Other Title IV Grant or loan assistance if applicable

ii. Return of Institutional, Outside and State Grant Funds

Determine the percentage of the period that the student completed

$$\frac{\text{Days completed in period}}{\text{Total days in period}} = \% \text{ of period completed}$$

Determine the total charges for the payment period by multiplying the percentage of period completed by the total amount of institutional charges (i.e. tuition, fees, and room and board)

(% of period completed) x (institutional charges) = Pro-rated charge for period completed

- a. This will be the charge used for the remaining calculations if the student had no Title IV aid.
- b. If the student had Title IV aid, the amount used for this calculation will be the charge from the calculation above minus the Title IV aid which can be retained as a credit to the student account.

Determine the amount of earned non-federal aid by applying the earned percentage (step 1 above) to the total amount of Institutional, Outside, and State Grant Funds that were or could have been disbursed to the student.

(% of period completed) X (Non-Federal Aid that was/could have been disbursed) = Earned Non-Financial Aid

Determine the amount of unearned aid by subtracting the earned aid from aid that was already or could have been disbursed.

Allocate unearned aid back to other programs in the following order:

- Institutional Grants and Scholarships
- Outside or Private Loans
- Outside or Private Grants or Scholarships
- State Grants

Determine the amount the student must pay for the percentage of the payment period completed:

$$\begin{aligned} & \$ \text{ Pro Rata Charge for period completed} \\ & \text{minus } \$ \text{ Earned Title IV aid (if applicable)} \\ & \text{minus } \$ \text{ Earned other aid} \\ & \text{equals } \$ \text{ Owed by the student} \end{aligned}$$

VETERANS AFFAIRS (VA) EDUCATIONAL BENEFITS

Applying for VA Educational Benefits

The admissions process and enrolling in classes must be completed before the University can certify enrollment; however, a student can apply for VA benefits before admittance to the University or enrolling in classes. The average processing time for education claims with the VA is 30 days.

If a student is a service member, veteran, or family member of a service member or veteran, he or she can apply for the Certificate of Eligibility (COE) by visiting the following link:
<https://www.vets.gov/education/apply-for-education-benefits/>

Submission of the application will result in the issuance of a Certificate of Eligibility from the U.S. Department of Veterans Affairs. Students with questions or needing assistance completing the application should contact the VA Education Call Center at 1-888-442-4551. They may also utilize the “Ask a Question” option on their site.

Certifying Process

Certification is the school’s way of notifying VA that a student is enrolled and wishes to use VA Educational Benefits. Changes in enrollment may impact or delay eligibility. It is the student’s responsibility to comply with all laws and regulations controlling eligibility and receipt of veterans’ benefits. Tuition and fees are submitted to the VA, via the VA- ONCE website and are based off the start and end date of each Module registered.

King University is only responsible for forwarding the student’s claim for benefits and certification of enrollment to the Department of Veterans Affairs, and that further processing on a claim of benefits is controlled solely by the Department of Veterans Affairs. The chapter and percentage of benefits are based on the time of service and other factors evaluated by Veteran Affairs, which is noted on the student’s Certification of Eligibility (COE).

The School’s Certifying Official (SCO) will process certification of enrollment when the following documents have been submitted.

- Certificate of Eligibility (COE)
- DD214 or Notice of Eligibility (NOBE)
- King University Veteran Enrollment Agreement

- King University VA Certification Request Form (*submitted every academic year*)

Students receiving TN Strong will need to submit the following:

- Copy of TN Strong application that has been submitted
- King University TN Strong Deferment request
- King University Veteran Enrollment Agreement
- King University VA Certification Request Form (*submitted every semester*)

Enrollment certifications will be processed no earlier than ten days before the start of a semester or module, and no later than 30 days after the semester or module starts.

Submission of Required Documents

To ensure that your information is submitted in a safe and secure format, King University has created a link within the student portal to upload any documents. The online submission will guarantee that your information is submitted in a safe and secure format. Therefore, **do not** email or fax copies of documents. Please make sure all information is complete and correct. Missing information will delay the certification process.

All required documents are submitted through the following link:

<https://my.king.edu/DocumentManagementSystem/Upload?docid=69>

Financial Information

Tuition and eligible fees are submitted to the VA and are based on the start, and end date of each Module registered. Tuition and fees charged to the student after deducting any amount paid with Federal Funds, excluding Federal Financial Aid Programs (Title IV).

Examples of fees that are not allowed include, but are not limited to:

- Penalty fees (i.e., late registration, late course changes, returned checks, repeated courses)
- Add/drop course fees
- Fees for any food or lodging expenses, meal ticket fees

- Parking fees that are not required of every student
- Overload fees for course loads that require special permission
- Transportation/transit system fees that are not required of every student

An identifier hold will be placed on the student's account to show what chapter and percent of benefits the student is set to receive towards tuition and fees. No students will be monetarily or academically penalized due to late VA payments, according to PL-115-407 Section 103. VA payments are defined as money received at the institution to be paid toward tuition and eligible fees.

All VA students with the exception of Chapter 33-100% (Post 9/11), Chapter 31 (Vocational Rehabilitation), Tuition Assistance (GoArmy), and TN Strong, must pay the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement before the first day of the semester. A late fee of \$100 will be charged to all accounts with an outstanding balance greater than \$100 by the first day of the semester.

The Benefits certified by the University's School Certifying Official (SCO) are as follows:

Chapter 30: Montgomery G.I. Bill (Prior Active Duty)

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- DD214 and Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office.

Chapter 31: Vocational Rehabilitation

- VA form 28-1900 completed with the VA
Vocational Rehabilitation students may call 1-800-827-1000 for assistance with benefits.

Chapter 33: Post 9/11 G.I. Bill (Dependent)

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

The GI Bill Website is an excellent source of veteran's information, not only for education benefits but for other veteran's benefits. Veterans are encouraged to become familiar with it in order to make the best decision for their family (<http://benefits.va.gov/gibill/>). Students may call 1-888-442-4551, or visit <http://gibill.custhelp.com> to ask questions regarding benefits with the VA.

- Chapter 33 Fiscal Issues: Generally, overpayments of VA benefits are the responsibility of the student. However, there are instances under the Post-9/11 GI BILL (Chapter 33) when an overpayment is created on a school, and funds need to be refunded to VA.

A debt is established at a school when:

- The student never attended any classes for which he or she was certified regardless of the reason for non-attendance.
- The student completely withdraws on or before the First Day of the Term (FDOT).
- The school received payment for the wrong student.
- The school received a duplicate payment.
- The school submitted an amended enrollment certification, or an amendment in VA-ONCE, and reported reduced tuition and fee charges, reduced "Yellow Ribbon" amount, or reduced both.
- The student died during the term, or before the start of the term.
- VA issued payment above the amount certified on the enrollment certification that was used to process the payment (VA data entry error).

A debt is established on the student Tuition/Fees/Yellow Ribbon when:

- The student withdraws after the first day of the term.
- The student reduces hours whether the reduction occurred before or during the term.
- The school submitted a change in enrollment (on VA Form 22-1999b, or ad adjustment through VA-ONCE) and reported a reduction in tuition, fees, and/or "Yellow Ribbon" due

to student action reducing or terminating training.

- If a student drops a course and adds a course so that there is no net change in training time, any change to tuition, fees, and/or “Yellow Ribbon” is student debt.

Schools must refund tuition and fee payments to students in accordance with their established refund policies so that the students can resolve any overpayments.

If a school debt has been established and your school believes that it is not appropriate, please notify VA through the *Internet Inquiry System* or by letter to the RPO (not the Agent Cashier).

Chapter 35: Survivors and Dependents

- VA Form 22-5490 or VA form 22-5495 completed with the VA
- Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

Chapter 1606: Montgomery Selected Reserve/National Guard

- VA Form 22-1990 or VA form 22-1995 completed with the VA
- Form 2384-1 Notice of Basic Eligibility (NOBE) and Certificate of Eligibility (COE) must be submitted to the SCO and Financial Aid office

For assistance on the *GoArmyEd* website, students may call the helpdesk at 1-800-817-9990 (<https://www.goarmyed.com/>).

TN Strong Act

This is a tuition assistance program that provides reimbursement to an educational institution on behalf of eligible members of the Tennessee National Guard. The reimbursement will be in the amount equal to 100% of the maximum resident undergraduate In-State tuition charged by the post-secondary institution member attends. Since this program pays 100% of your tuition, students who are awarded through this program are not eligible for any institutional scholarships or grants at King University.

This program will fund no more than 120 credit hours or 8 full-time semesters or equivalent towards

an associate’s or first bachelor’s degree TN National Guard members can apply for this program but must have not missed a ship date to successfully complete basic military training prior to course start date.

Must maintain satisfactory academic progress with a 2.0 GPA minimum for the academic term for which STRONG Act tuition reimbursement is being sought. A failing grade ‘F’ will not be paid if only one course is taken. Application packets are required to be completed within (90) days of course completion.

Application packets consist of several items; once prepared, the initial application packet is submitted for Commander’s Review and Recommendation. Course/ degree plans from the chosen post-secondary institution will be required as part of the application packet after the completion of nine (9) credit hours

or equivalent using the STRONG Act tuition reimbursement.

Members will sign a released statement to authorize communication between State TA Managers and chosen postsecondary institution on members’ behalf. Students are responsible for ensuring final grades are forwarded to the State TA Manager.

This constitutes a complete application packet. Only complete packets will be considered for TN STRONG Act tuition reimbursement.

Payments will be made directly to post-secondary institutions on behalf of the member.

To apply for TN Strong visit the link below:
https://www.tn.gov/content/dam/tn/military/documents/EDU_STRONG_application_packet_july19.pdf

Student Responsibility: Once the application packet is complete, upload as one document and email to either Air or Army mailboxes relevant to your branch of service. The student will also send a copy of the final application to VeteranBenefits@king.edu for their VA File.

Tuition Assistance

Tuition Assistance (TA) is a benefit offered to service members to assist with the cost of tuition. TA

typically covers 100% of tuition, up to the \$250 cap per credit hour. Our AGS undergraduate tuition rate is reduced to \$250 per credit hour. For additional information on amounts covered by TA and who is eligible, according to a branch of service, please visit the Military Branch Tuition Assistance Program website below.

- Army - visit www.GoArmyEd.com.
- Air Force - visit <https://www.my.af.mil/>. There are six steps to completing the AFVEC online TA process.
- Navy - visit <https://www.navycollege.navy.mil/>, and click on *Secure Tuition Assistance & Other Funding*.
- Coast Guard - <https://www.forcecom.uscg.mil/Our-Organization/FORCECOM-UNITS/ETQC/>

Refunds for Tuition Assistance

For a student who receives Tuition Assistance (TA) funding, the following outlines the return of unearned TA funds.

- For a student who withdraws from a 5-wk course of 33 days, King University will return unearned TA funds up to the 60% point (20 days). Therefore, no funds will be returned on day 21 or later.
- For a student who withdraws from a 7-wk course of 47 days, King University will return unearned TA funds up to the 60% point (28 days). Therefore, no funds will be returned on day 29 or later.
- For a student who withdraws from an 8-wk course of 54 days, King University will return unearned TA funds up to the 60% point (32 days). Therefore, no funds will be returned on day 33 or later.
- For a student who withdraws from a 15-wk course of 103 days, King University will return unearned TA funds up to the 60% point (62 days). Therefore, no funds will be returned on day 63 or later.

WITHDRAWAL FROM A COURSE OR DROP A COURSE

Overview

A student should withdraw from a course as soon as

the determination is made that he/she will not be completing the course. This option carries the potential for grade and tuition penalty and may impact financial aid status.

A student is required to communicate intention to withdraw from a course to both the course instructor and his/her advisor or Student Success Specialist. The student initiates the process by obtaining a *Withdrawal from a Course* form from either the Office of Registration and Records or his/her assigned Student Success Specialist. This form outlines the process that the student must complete.

Verifying for Class

The Department of Education requires verification of attendance in all courses for which students are registered. Therefore, King University requires attendance to be recorded the first two weeks of every course within every module for verification purposes only.

Verification for online students is submitted by completion of the *Course Expectation Agreement (CEA)*. The CEA must be completed before beginning any coursework in an online class. Once the student has earned 100% on the CEA, the course materials will be available through Canvas.

Verification means that the face-to-face student is recorded by the course instructor as “Present” at least once during the first 10 days of the course or that the online student has completed the CEA.

Students who fail to verify for a course will be dropped from that course. A student who fails to verify for all courses registered at the beginning of a term will have his/her registration cancelled for the term. Failure to verify attendance in a module after attending a previous module in the same semester will result in an “Unofficial Withdrawal”. A withdrawal calculation will be processed by the Business Office and based on all scheduled courses for the semester.

Fifteen-Week Courses

A student may modify his/her schedule by dropping a 15-week course during the first five days of the semester. When a course is dropped, it must be done by the add/drop deadline published in the Academic

Calendar for that semester. A course that is dropped from a student's schedule does not appear on the student's academic transcript. Tuition and financial aid will be adjusted accordingly based on any change in enrollment status. (Example: Going from full-time to part-time would affect tuition charges and financial aid.)

A 15-week course that is dropped after the add/drop period has ended is considered a "Withdrawal". The student will receive a grade of W, WP, or F for the course dependent upon the withdrawal date for that term as listed in the Academic Calendar. However, the student will not be eligible for a tuition refund and must still pay any outstanding balances owed to the university.

Modular Courses* (Five-Week, Seven-Week, or Eight-Week courses)

A modular course can only be dropped from a student's schedule if the student has not attended or not accepted the CEA. To avoid financial responsibility for a dropped course, the course the student wishes to drop within a future module must be dropped before the last day of the current course the student is attending.

A student who attends a class session of a modular course and then decides to withdraw will receive a grade of W within weeks 1 through 3. However, students who attend a modular course and decide to withdraw after the third-class session but before the last two class sessions will receive a WP or an F based on instructor discretion. A student who attends a modular course and then decides to withdraw within the last two class sessions will receive an F.

These students will not be eligible for a tuition refund and must still pay any outstanding balances owed to the university.

*A modular is a course that is shorter than full term and does not span the entire payment period or period of enrollment.

WITHDRAWAL FROM THE INSTITUTION

Official Withdrawal

To withdraw officially from King University, a student is strongly encouraged to complete a *Withdrawal Form*. The link is available from both the Office of Student Affairs and Office of Registration and Records. In addition, a resident student must check out of his/her residence hall by completing the *Room Condition Form* and turning in his/her key(s) to the Area Coordinator. The student will submit the completed *Withdrawal Form* to the Office of Registration and Records so it can be placed in the academic record.

A student withdrawing from the institution will receive a grade of W in all courses not completed for the term. Students will need to refer to the *Withdrawal from a Course* policy to see what grade will be assigned for courses that are currently in session. No student will be allowed to withdraw from the institution later than the last day to withdraw from a course.

The Vice President for Student Affairs, the Dean of Students, or the Provost may, at their discretion, facilitate an Administrative Withdrawal process due to unusual or extenuating circumstances.

Upon withdrawal, it is the responsibility of the student to resolve all outstanding obligations to the institution (pay outstanding fees, return library resources, return athletic equipment) and to turn in his/her student ID card and any keys issued by the institution. Failure to do so will result in the addition of fees to the student's account in the Business Office and a Hold on the student's official academic records.

The last date of attendance will be used as the official withdrawal date during verification periods for courses. After verification, the date the student initiates the withdrawal process, which for this process is determined by the first notification by the student to a University employee, will be considered the date of official withdrawal. The Office of Registration and Records will send official notice of the student's withdrawal from the institution to all campus offices.

Unofficial Withdrawal

A student will be "Unofficially Withdrawn" if that student has received a grade of WF in all courses at the end of a semester. The Office of Registration and

Records will unofficially withdraw such a student from the University due to non-attendance. For Title IV Federal Aid purposes, a WF is defined as failure to attend any classes after the mid-point, and the mid-point of the semester will be used as the unofficial withdrawal date for the student. If the student receives a passing grade for any course during the same period, it is assumed the student completed the period for all courses. Withdrawal calculations will be based on this date. **Failure to verify in a future module after attending a previous module in the same semester will result in an unofficial withdrawal from the University.**

The mid-point for modular courses is defined as follows:

- Five-Week Module: student stops attending after week 3
- Seven-Week or Eight-Week Modules: student stops attending after week 4
- Fifteen-Week Modules: student stops attending after week 7

A student who fails to attend class during the semester but who remains in the residence hall will have his/her charges calculated based on the check-out date or the withdrawal date if no proper check-out was done. For more information, please refer to the refund policy in this catalog.