



Addendum to the 2020-2021 King University Catalog

Financial Information

Section: Policies—Financial Information (page 22-37),

This document serves as an addendum to the 2020-2021 King University Catalog to provide the policies and procedures related to Financial Information.

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 *Financial Information section* published in the 2020-2021 Catalog to take effect Spring 2021.

In order to define the correct Financial Information related to all students, King University revised the *Financial Information* section to include specific tuition and fee information related to all students, and remove removed policies related to Financial Aid under this section. That policy immediately follows this document.

ADULT AND GRADUATE STUDIES/TRADITIONAL STUDENT COST STRUCTURE

Traditional 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

Adult and Graduate Studies Cost Structure

For the 2020-2021 academic year, tuition pricing is as follows:

<u>Program</u>	<u>Cost per s.h.</u>
Associate of Arts	\$305/online
Bachelor of Arts:	
English	\$305/online
IDST:Elem Educ	\$305/online \$290/face-to-face

BBA	\$305/online \$265/face-to-face
BSW	\$305/online \$290/face-to-face
Bachelor of Science:	
Communication	\$305/online \$290/face-to-face
Criminal Justice	\$305/online \$290/face-to-face
Healthcare Admin	\$305/online \$290/face-to-face
Health Informatics	\$305/online
History	\$305/online
Information Tech	\$305/online
Nursing	\$330/online \$315/face-to-face
Psychology	\$305/online
Religious Studies	\$305/online
Post-Bacc. ESL	\$365/online
Professional MBA	\$605/online \$495/face-to-face
Traditional MBA	\$6500 per semester
MED	\$365/face-to-face
MSN	\$605-680/online & face-to-face
Post-Graduate Certificate	
	\$605-680/online & face-to-face
DNP	\$750 face-to-face

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 students do not qualify for financial aid. Non-degree students are part-time students and are expected to enroll in no more than one class per term. If enrolling in more than one class per term, standard rates will apply for all classes.

• **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 is charged for each online course for Adult and Graduate Studies students.

- **Overload Fee**

There is an additional charge of \$300 for each semester hour taken above twenty (prorated for fractional hours). Overload fees are not refundable. Please see Limitation of Hours policy.

Note: This fee is not covered by VA Benefits

- **Music Fee**

A fee of \$350 per semester is charged for registration for applied music courses. 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.

- **Teacher Education Fees**

A per-semester fee of \$150 is charged for all students enrolled in a semester-long clinical experience. This applies to undergraduate, post-baccalaureate, and graduate programs in the School of Education. It does not apply to practicums, 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:	\$1,135 <i>Non-refundable</i>	Charged upon registration to the program	Clinical lab supplies, electronic testing, course materials
	\$75	Charged upon registration to the program	School of Nursing documentation fee
	\$500	Charged when registered for NURS 4200	NCLEX prep
	\$50	Charge for repeating NURS 4200	NCLEX prep
RN-BSN	\$12	Charged each semester	Research resources
	\$75	Charged upon registration for NURS 3410 (face-to-face only)	Health assessment supplies
	\$75	Charged upon registration to the program	School of Nursing documentation fee

MSN NE, NA, FNP, PNP, PMHNP Post- MSN NE, FNP, PMHNP	\$12	Charged each semester	Research resources
	\$75	Charged upon registration to the program	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 registration to the program	Clinical fee
MSN FNP, PNP, Post- MSN, FNP	\$1,000	Charged upon entry to 5018, 5019, 5021, 5023, 5024, 5025	Clinical fee
MSN PMHNP, Post- MSN PMHNP	\$2,000	Charged upon entry to 5078, 5079	Clinical Fee
DNP	\$12	Charged each semester	Research resources
	\$75	Charged upon registration to the program	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.

Note: This fee is not covered by VA Benefits

• **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.

Note: This fee is not covered by VA Benefits

- **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.

Note: This fee is not covered by VA Benefits

- **Graduation Fee**

A one-time fee is required of all graduating students as follows:

Associate Candidates \$125
Bachelors Candidates \$125
Certificate Candidates \$175
Masters Candidates \$175
Doctoral Candidates \$250

Note: The fee is not refunded for students not participating in the graduation ceremony..

- **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.

- **Business Principles (PMBA):**

Professional MBA students who do not have undergraduate coursework in Statistics, Accounting, Economics, Finance, or Marketing will be asked to enroll in two-week online Business Principles seminars to be completed concurrently with the MBA major

coursework. These seminars are offered in the aforementioned subject areas and provide the student with a basic understanding of the subject matter prior to enrolling in a graduate-level course. The fee is \$150 per course.

Note: This fee is not covered by VA Benefits

- **Vehicle Registration**

All students must register their vehicle online via the Student Portal. There is an \$80 parking fee for the year for Traditional students. For students bringing a vehicle for the Spring semester only, there is a \$40 fee. There is no charge for Adult and Graduate Studies students.

Note: This fee is not covered by VA Benefits

- **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. To avoid cancellation of the student's registration and enrollment, their account must either be paid in full by the designated due date, have payment arrangements made by secured financial aid, be enrolled in the payment plan, or have employer reimbursement documents submitted to the Business Office. *Note: This fee is not covered by VA Benefits*

GENERAL FINANCIAL INFORMATION

All tuition and fee charges must be paid by tuition due date, no later than 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.

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".

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. The Plan brochure and claim form may be accessed via the student portal under My Finances.

Note: This fee is not covered by VA Benefits

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.

Note: This fee is not covered by VA Benefits

Non-Residential 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 non-residential plans, if not used, are not refundable.

Note: This fee is not covered by VA Benefits

Payment Online

King University offers online services for the convenience in making payments on a student account. There is a 2.9% fee applied to all credit card payments. Access the system at <https://payments.king.edu>. After submission, 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 and to access the payment plan.

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, have payment arrangements made by secured financial aid, be enrolled in the payment plan, or be enrolled using employer reimbursement.**

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.**

To avoid being dropped from classes, the account must be paid in full, have payment arrangements secured and finalized with financial aid, enrolled in the deferred payment plan, or have employer reimbursement documents submitted to the Business Office.

Book Vouchers

Students with a credit balance on their accounts may request via 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 by 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 must be submitted to the Business Office each semester. This form can be completed within the student portal. Refunds will be issued weekly on Wednesdays.

When a student leaves the University and a credit balance remains on the student account, that balance will be applied to any institutional debt if applicable. 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 (SCHEV Regulations) takes precedence over the University's refund policy.

unless the regulation conflicts with Federal regulations.

Fifteen Week Course Refunds:

- 90% refund during week 1
- 75% refund during week 2
- No refund Week 3 & later

Modular Course Refunds: (*Five, Seven or Eight Week Courses*)

- 90% refund during week 1
- No refund Week 2 & later

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

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 student portal.

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 semester*)

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 student portal.

Financial Information

Tuition and eligible fees are submitted to the VA and are based on the start, and end date of each Module registered. The amount certified is the 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 (**Veteran Readiness and Employment**), 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®¹ (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: Veteran Readiness and Employment

- VA form 28-1900 completed with the VR&E 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

¹ GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>.

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 an 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/>).

Active Duty Discount

King University aims to help military, veterans, and their families to further their education by offering reduced tuition rates for service members. To receive the reduced military tuition rate, students must submit documentation before starting their first semester to verify eligibility. If documentation is not submitted by the deadline, the discount may take effect the following semester.

Who is eligible? Qualified military students (as defined by King University) are eligible to receive a discount on tuition cost upon submission of qualifying military documentation. Students will identify their active duty status when completing their Confirmation of Enrollment (COE) located on their student portal.

What programs are eligible for the discount? Adult study undergraduate programs (Associates and Bachelors), the tuition rate is \$250 per credit hour, which is the Tuition Assistance cap for Army, Air Force, Navy, Marines, and Coast Guard.

Eligibility requirements? A student who is active duty is in the military full time, may live on a military base, and can be deployed at any time. Individuals in Reserve, National Guard, Basic Training, or ADT do not qualify.

Verification of Active Duty status: (one of the following must be submitted)

To receive the active-duty discount, students must send a copy (front & back) of their military identification card and confirm their active duty status on the COE. The tuition discount will be applied automatically to subsequent terms.

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 the 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. The 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.

Military Leave

Students called to active duty because of military mobilization will have their academic progress disrupted. If the student is a dependent of a service member or the spouse of a service member who is called to active duty, the student will send a copy of military orders to the School Certifying Official for Veteran Benefits. To assist students during unexpected military leave, the University will follow the guidelines 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.

the University at the time of withdrawal will be reinstated if the student is re-enrolled.

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

There will be no negative satisfactory progress repercussions for withdrawal due to being called for active duty. All academic scholarships controlled by