

Refunds

(King's College 2016-17 Catalog, pgs. 43-44)

Course Drop/Withdrawal

Full-Time Students

If a full-time student drops a course after the second week of classes, causing the schedule to drop below 12 credits, the student will be considered full-time for the entire semester. No refund is due for the dropped course, nor can the student's status be changed from full-time to part-time. See Academic Regulations for additional information on Drop/Add.

Part-Time Students

The tuition refund for part-time students is calculated on a pro-rata basis, according to the refund schedule established by the Center for Lifelong Learning. There is no refund on audit withdrawal.

In most cases, a change in status, from either full-time to part-time or part-time to full-time, will affect financial aid.

Withdrawal from College

Since every college has many expenses of a continuing nature associated with each student's attendance, it is understood the student is registered for the entire semester and responsible for tuition and fees incurred. However, if a student withdraws from the College before the dates listed below, he/she will receive a tuition refund according to the schedule listed. The last day of class attendance, as indicated on the completed exit interview with the Center for Academic Advisement, is considered as the official date of withdrawal in all instances.

Students enrolled in off-campus programs through King's College (i.e. Medical Technology, affiliated Study Abroad) will be subject to the withdrawal refund policy of the host institution.

Fall Semester: (August 29 start date)

Withdrawal from the College on or before September 2, 2016.....	100%
Withdrawal from the College on or before September 16, 2016.....	80%
Withdrawal from the College on or before September 30, 2016.....	65%
Withdrawal from the College on or before October 14, 2016.....	50%

No refund is made after seven weeks.

Spring Semester: (January 16 start date)

Withdrawal from the College on or before January 20, 2017.....	100%
Withdrawal from the College on or before February 3, 2017.....	80%
Withdrawal from the College on or before February 17, 2017.....	65%
Withdrawal from the College on or before March 3, 2017.....	50%

No refund is made after seven weeks.

Rooms in the student residence halls are rented for the semester and there is no refund of room charges in case of withdrawal after classes have commenced. Refund of board fees is determined on a pro-rata basis throughout the semester.

With the exception of tuition and board, no refund is made on any other fees after classes have commenced.

The College endeavors to treat all students fairly and consistently in all cases of refunds; however, it is recognized that in rare instances individual circumstances may warrant exceptions from published policy. In these cases, the parent or student should write to the Vice President for Business Affairs, 133 North River St., Wilkes-Barre, PA 18711, detailing the reasons why special consideration should be given in their case. Appeals must be made in a timely manner.