

Business Office

Paying a bill from the college

Location: First floor of Administration Building, room 120 (across the hall from Registrar's Office)
Hours: Monday-Friday 8:30 am – 4:30 pm
Phone: 570-208-5851

The primary functions of the Business Office are the billing and collection of tuition and fees.

Students must stop in at Business Office to confirm payment method by the beginning of each semester (fall, spring, and summer). This will result in financial approval/clearance to prevent possible course cancellation and a HOLD on your student account for any unpaid balance. A HOLD means a student cannot access grades, transcripts, or course registration for upcoming semesters, as well as receive diploma or participate at graduation ceremonies. Business Office will invoice your semester bill to third-party organizations (e.g. scholarship providers like SACM) to process tuition payment. Student is responsible to provide the most current paperwork (e.g. Financial Guarantee letter from scholarship provider) which authorizes third-party payment.

All semester balances not covered by institutional grants or third-party payments must be paid according to the following payment schedule:

- **1/3 payment at the start of each academic semester to receive financial approval for course registration** (August start date of fall semester; start date of mid-January for spring semester)
- **1/3 payment October 15 for fall semester and February 15 for spring semester**
- **1/3 payment November 15 for fall semester and March 15 for spring semester** (prior to online registration)

Payment arrangements apply to campus housing costs as well.

Accepted payment methods: cash, bank/cashier's check, wire transfer, or debit/credit card (MasterCard, VISA, American Express, Discover). Online debit/credit card payments can be made on student's WebAdvisor "Make a Payment" link. Bank wire information is available at Business Office.

Tuition billing statements are printed and mailed monthly from Business Office to the student's local address in our database. Address and cell phone numbers must be current at all times. For resident students who live in campus housing, your statement will be sent to your campus mailbox as well as an attachment to your King's email account.

2017/2018 Cost of Attendance

	RESIDENT	COMMUTER
Tuition and Fees (full-time)	\$35,830	\$35,830
Average Room and Board	\$12,408	N/A
Total	\$48,238	\$35,830