

Frequently Asked Questions
King's College Business Office
August 6, 2020

- 1. When/how can I contact or visit the Business Office?** The Business Office will be available during regular college business hours, 8:30am to 4:30pm, Monday through Friday. We are accessible at any time for questions at 570-208-5830 or via email at BusinessOffice@kings.edu. Walk-in visits are not permitted. All in-person appointments must be scheduled, in advance, through BusinessOffice@kings.edu or calling 570-208-5830. Students have the option to schedule an appointment via Zoom or Microsoft Teams. When visiting the office, masks must be worn and social distance of at least 6 feet must be maintained. The Business Office link on the King's College website provides information on Acceptable Payment Methods, Business Office HOLD, King's Cash, Refund, Tuition and Fees and Withdrawal. Please visit the following link for further information: https://www.kings.edu/admissions/financial_aid/business_office
- 2. How do I receive my refund?** Refunds can be requested through BusinessOffice@kings.edu. If you plan to pick up the refund, you will need to schedule an appointment in advance. Otherwise, refunds will be mailed to the home address listed in our system.
- 3. Will work study be offered this fall?** Yes, the work study program will continue this fall. Please check the website often for opportunities available: https://www.kings.edu/admissions/financial_aid/scholarships_and_fa_programs/work_study
- 4. How do I submit a check requisition or expense refund?** Please obtain an electronic check requisition form available on our website: https://www.kings.edu/admissions/financial_aid/business_office/forms . You may submit a completed form along with your receipt through email to francesmesaris@kings.edu , or send in the request via inter-office mail to our Accounts Payable Department for processing.
- 5. How can I receive a copy of my club/agency account detail?** Please email kimmaterna@kings.edu for a copy of your agency account detail.
- 6. Who do I contact with questions related to student payroll?** You may contact our Payroll Department via email at payroll@kings.edu and your question will be addressed.
- 7. What kind of financial accommodations will be made in the event we are asked to leave campus mid-semester?** If students are asked to leave mid-semester, adjustments will be made for unused housing, dining, and parking plans.