



THE KING'S UNIVERSITY

Academic Enrollment Form

Student must enroll in ALL courses he/she plans to take (on-ground, online, modules) in this quarter at one time. There is a \$15 drop/add fee for any request for change submitted beginning the second week of the quarter.

NAME _____ STUDENT ID# _____ TODAY'S DATE _____

STREET ADDRESS _____ Check if new information.

CITY _____ STATE _____ ZIP _____

TELEPHONE (DAY) _____ (EVENING) _____ (CELL) _____

E-MAIL ADDRESS _____ FAX NUMBER _____

ON-GROUND COURSES

Course Number	Course Title	Units	Credit/Audit (Check One)	Tuition/Fees (US Dollars)

MODULAR COURSES

ONLINE COURSES

SESSION 1				
SESSION 1				
SESSION 2				
SESSION 2				

FEES AND TOTAL

<i>Administrative Fee • Add \$45 (one course) • Add \$90 (two courses) • Add \$135 (more than two courses)</i>	
<i>Add \$45 Online Service Fee for each online course</i>	
<i>Add 2- or 3-Payment Processing Fee if applicable (2-payment fee \$35 • 3-payment fee \$75)**</i>	
<i>Other fees (eg. Late fees, Colloquium, Lab)</i>	
TOTAL Due for Tuition and Fees	

***Completed Payment Plan must accompany this enrollment form.*

Your signature affirms that you have read and agree to the Policy/Promissory terms found on the reverse side of this form.

Policy/Promissory Signature: _____

CREDIT CARD INFORMATION

Credit Card Number _____ Exp. Date _____

FOR OFFICE USE	Date Received	Received By	Amt. Received	Check #	Cash	Credit Card

You may mail, fax, or bring this completed form with payment to:

THE KING'S UNIVERSITY • 14800 SHERMAN WAY • VAN NUYS, CA 91405-2233

Phone: 818-779-8485 • Fax: 818-779-8428 • E-mail: Registrar@kingsuniversity.edu

The King's Policy Notification / Promissory Note

By signing this enrollment form on reverse side, I confirm that I have read and agree to the following:

Registration

1. Upon submission of this form I will be enrolled into my requested course(s) and responsible for the full amount of tuition and fees.
2. All tuition and fees are due and payable at the time of registration.
3. A \$55 late registration fee will be charged to my account if payment is not received by the registration deadline.
4. Tuition remains due and payable unless courses are officially dropped through the Registrar's Office.

Payment

1. Payments may be made by cash, check, credit / debit card or money order.
2. A \$55 insufficient funds fee will be charged for returned card or check payments.
3. There are two deferred payment options available:
 - a. 2- or 3-Payment Options Plan for non-financial aid students
 - b. Financial Aid Payment Plan for financial aid students
4. A payment plan fee will be charged for using the deferred payment option. (See the current *Schedule of Tuition and Fees* for more information regarding payment plans and fees.)
5. A \$150 late fee will be charged for each payment not received by the plan's specified due date(s).
6. Upon withdrawal from The King's for any reason, I must make immediate payment in full of the balance due.
7. Interest will begin to accrue on any unpaid balance in the first billing cycle following the end of the quarter; interest will continue to accrue each month thereafter until balance is paid in full. (Interest is accrued at a rate of 21% per annum.)
8. Interest will not accrue on any delinquent amounts prior to the end of the quarter.

Withdrawal

1. Withdrawal from a course is recorded when an official *Schedule Adjustment (Drop/Add) Form* is filed with the Registrar's Office.
2. Failure to attend class does not constitute withdrawal.
3. Failure to properly withdraw from a course will not normally result in a credit / refund.

Credits / Refunds

1. Credits / Refunds are issued for proper withdrawal from a course(s).
2. Credits / Refunds are issued according to the refund schedule minus the non-refundable Matriculation Fee. (see current *Schedule of Tuition and Fees* for more information.)
3. All fees (audit, online, processing, Administration, Matriculation, etc.) are non-refundable.

Refund Schedule

<u>% of Tuition</u> <i>(less matriculation fee)</i>	<u>Onground</u> <i>(10-Week course)</i>	<u>Online Courses</u> <i>(6-Week course)</i>	<u>Three-Day Intensives</u>
100 %	5 th day, 1 st week	2 nd day of 1 st week	End of 1 st day
75%	5 th day, 2 nd week	5 th day of 1 st week	
50%	5 th day, 3 rd week	2 nd day of 2 nd week	
25%	5 th day, 4 th week	2 nd day of 3 rd week	

Default

1. Failure to make full payment of the balance on my account before the date(s) specified in the payment schedule will result in default.
2. Once in default, The King's will take all necessary means to collect the amount owed, including submission of my account to collections.
3. If default occurs, I am responsible for all collections costs, attorney's fees, etc., associated with the collection of my account.