



King's College Electronic Communication Consent Policy

MyKing's Portal provides access to information, resources and tools that you will use throughout your academic career as a King's College student. The decision whether to do business electronically with King's College is yours.

By providing your voluntary consent, you are opting to conduct electronic transactions or agreements with the College that may occur at any time during your academic career, including actions related to admissions, financial aid, student accounts, including the 1098T statement, and registration. Some of these transactions and agreements may involve financial obligations.

When you **agree** to conduct business electronically with King's College, you acknowledge that you have read and consent to the following:

- You will conduct business electronically with the College using a computer with a supported operating system and internet browser, sufficient electronic storage capacity, a printer and your King's College official email account.
- You will only access MyKing's Portal as yourself, using your personal King's ID and password. Use of college accounts by anyone other than the account holder is strictly prohibited.
- King's College reserves the right to provide records in paper format at any time. However, King's College is not required to provide you with records in paper format.
- You may withdraw your consent to electronically conduct business at any time. However, if you withdraw consent, any transactions or agreements between you and King's College during the period after your consent to do business electronically, and before your withdrawal of consent, will be valid and binding on all parties.

If you decide to **decline** the Terms and Conditions/e-Consent you should be aware that no electronic correspondence or email communication will be permitted.

- All communication will be sent to your current mailing or permanent address that you have on file with King's College. This may delay processing due to mail time.
- No email exchanges will be permitted and all request for information must be made in writing.
- Phone communication will be allowed if staff is able to verify the identity of the individual calling.

Note that manual, non-electronic alternatives will result in longer and delayed processing times and not all services may be available through non-electronic means. To obtain more information about conducting business with individual campus offices offline, contact The Office of Financial Aid at 570-208-5868.

Student Name: _____ King's College ID Number: _____

Student Signature: _____ Date: _____

This form can be returned using the drop box outside the Financial Aid Office (Administration Building, first floor), or it can be faxed, mailed, or emailed.

King's College Financial Aid Office
 133 N. River Street
 Wilkes-Barre, PA 18711
finaid@kings.edu
 570.208.6015