



Business Office
133 North River Street
Wilkes-Barre, PA 18711
Phone: 570-208-5830
Email: BusinessOfficeStaff@kings.edu

Student Payment Deferment Form for Tuition and Fees

King's College is pleased to offer a tuition deferment program for eligible students. Once enrolled in the tuition deferment program, eligible tuition and fees will be deferred for 15 days after course grades are published. Please note this information will be shared with our Financial Aid Office to prevent over awarding should additional aid/loans are to be applied to the student's account. To qualify for this program, students must:

- 1) Submit this completed deferment form each semester (fall, spring, summer) to the Business Office.
- 2) Furnish a copy of his/her employer's benefit policy.
- 3) Any amount of the tuition and fees, not covered by your employer, is required prior to start of the class.
- 4) If your employer has an agreement to have King's College bill them directly, email the name, title, phone, and email of the contact person to the Business Office email.
- 5) If the employer reimburses the student directly, then the balance is to be paid in full no later than 15 days after course grades are published. The employer can also send the payment directly to the King's College Business Office.
- 6) King's College reserves the right to accept or reject any employer deferment form. If a student is rejected, that person will be notified.

TO BE COMPLETED BY THE KING'S COLLEGE STUDENT:

I request that payment for the tuition and/or fees be deferred as I qualify for the tuition benefit under my employer's policy. I understand and agree that if, for any reason, my employer refuses payment, I leave my present place of employment, or withdraw from my classes after the 100% cancellation period, I will be immediately responsible to King's College for the full balance owed. BY SIGNING THIS FORM, I AUTHORIZE KING'S COLLEGE TO DISCUSS MY TUITION AND FEES AND RELEASE MY GRADES TO MY EMPLOYER.

Student Name _____ Student ID _____

Student Phone Number _____ Student Email _____

Semester _____ Year _____

King's College Bachelor's Degree Alumni Yes No Year Graduated from King's College _____

Student Signature _____ Date _____

TO BE COMPLETED BY THE EMPLOYER:

I certify that the student listed above is currently employed by _____ (company name) and is eligible for tuition benefits. This student is eligible for the following tuition and/or fees benefit:

_____ during the semester and year listed above.

Authorized Representative Name _____ Date _____

Authorized Representative Title _____

Authorized Representative Phone Number _____

Authorized Representative Email _____

Authorized Representative Signature _____

Thank you!