OFFICE OF STUDENT
FINANCIAL SERVICES

Payment Information

Office of Student Financial Services: (817) 722-1730 or financialservices@tku.edu

Payment Due Date: Payment is due in full by the published date prior to the start of each term. Please refer to "MyTKU" emails from the Office of Student Financial Services (SFS), and other communications from The King's University (TKU). Exceptions include enrolling in a TKU payment plan, federal financial aid (accepted) enough to cover the total balance of your tuition and fees, 100% eligibility of veteran education benefits, state tuition plans, outside scholarships, and private educational loans. If you have funding from a source not previously mentioned, please contact SFS immediately for directions. *Students with unpaid balances will be removed from their courses prior to the start of the term.*

Payment Plan: To assist students and families with the cost of attending TKU, we offer term payment plans. A new payment plan is required for each term, and payment plan enrollment must occur by the published dates. Sign up by logging in to *MyTKU > My Apps > Pay My Bill* for either a 5-installment payment plan or a 4-installment payment plan for the fall and spring terms. The summer term offers either a 3-installment or 2-installment payment plan. An enrollment fee is due at the start of plan setup. Payment dates are available on the payment portal. Payments for the payment plan may be auto-drafted from the banking institution, and methods of choice include a debit or credit card, or an Automated Clearing House (ACH) transaction from a bank account.

All payments completed by debit or credit card are subject to a 2.95% fee. The fee may be avoided by paying with ACH using a bank account.

Financial Aid: If **ALL** the following statements are made on the first day of each term, no personal payment or payment plan is required on your student account:

- All documentation required by Student Financial Services for Financial Aid is completed
- All offered loans have been accepted and/or declined
- Financial Aid, including any combination of Pell Grants, FSEOG, Direct Loans, or scholarships, will completely cover or exceed the student's balance due

However, if any one of the above statements is not true by the deadline, then students should make payment arrangements either by paying their balance or by setting up a payment plan. If Financial Aid is applied to the student's account later in the term, the student will receive a refund of any excess amount due to them.

For more information on Federal Financial Aid, please visit: https://www.tku.edu/admissions/financial-aid/

Veteran Benefits: The King's University works with veterans, and their education benefits from the following chapters: 30, 31, 33, 35, 1606, and 1607. All TKU programs are approved to be used in conjunction with these benefits. Please consult with Veteran's Affairs to see how your military experience qualifies you. TKU's support for military personnel can be addressed at financialservices@tku.edu.

Other Payment Exceptions: This includes state tuition plans, outside scholarships, employer support, and private

educational loans. Before the term begins, students should contact the Office of Student Financial Services and provide written proof from the source of the approved funding.

For any modifications in enrollment, please contact the Office of Student Financial Services to confirm if any changes will occur to your aid/bill.

Audit Students: Auditing a course means a student has obtained permission to attend the course and is not enrolled for academic credit. Thus, audit or non-credit courses cannot be dropped, nor are financial refunds issued. Audited courses are not listed on academic transcripts. The fees for audited courses are due prior to the start of the term per published dates.

Textbooks: The cost of books and materials is determined by the type of course and the number of courses taken each term. TKU's online bookstore allows students to shop for their books by course to determine an estimate of what course materials and texts will cost based on their anticipated schedule. Students utilizing federal financial aid may be eligible to use a portion of their accepted aid to purchase materials from the online bookstore by completing a Book Voucher Request form when it becomes available each term.

Refund Policy: Tuition refunds/credits are generated when withdrawal from a course(s) occurs. Students must submit an official Registration Change (Drop/Add) form to the TKU Registrar's Office. Students may withdraw from a course and receive a full refund at any time prior to the beginning of the course. The date of withdrawal is certified as the date on which the Registration Change (Drop/Add) form is filed with the Registrar's Office (not the date of the last class attended). Failure to attend class does not constitute withdrawal. Students failing to properly withdraw from a course will typically not receive a refund. For the current refund/credit schedule, please see the refund policy page of the website.

Outstanding Balances: A student's account must be current by the end of each enrollment period. Students will not be permitted to register for courses in subsequent semesters if they have an unpaid balance on their account. Where the law allows, student records, grades, and transcripts may not be released while an outstanding balance exists.