



Kings
Education®

CONCORDIA
COLLEGE 
New York Since 1881

On Campus *Plus* in New York 2017 – 2018

Prices, Application Details, and Terms and Conditions



Address and contact details

Kings USA Admissions
448 South Hill Street
Suite 1115
Los Angeles, CA 90013
USA

T +1 213 625 0320
E usa.admissions@kingseducation.com

kingseducation.com

Kings/Concordia College Prices

Program Fees (US\$)	
→ Degree Pathway Program (Year 1)	
Tuition (Year 1)	30,250
→ Undergraduate Preparation Program	
One term	6,732
Two terms	13,464
Three terms	20,196
Four terms	26,928
→ Graduate Preparation Program	
One term	6,732
Two terms	13,464
Three terms	20,196
Four terms	26,928
→ High School Completion Program	
One term	8,844
→ Arts Pathway Program ¹	5,220

Accommodation Fees (US\$)	
Price for full course duration (Degree Program Year 1)	
→ Student Residence	
Twin, full-board ²	11,876
Price per week (Undergraduate Preparation Program/Graduate Preparation Program, High School Completion Program)	
→ Student Residence	
Twin, full-board ²	436

Notes

¹This fee covers the two Concordia art courses taken alongside UPP level 4

²Includes 19 meals per week

³Insurance is mandatory

Disclaimer: Please note that prices can be subject to change without notice.

Kings Miscellaneous Fees (US\$)	
→ Airport transfer (One way)	283 (JFK) 252 (Newark)
→ Student insurance (Per week)	40
→ Application fee	165
→ Pathway deposit (Applied to first year of tuition)	Varies by country of residence. Please check with Kings Admissions
→ Accommodation deposit	200
→ Campus support fee	750
→ Courier fee	85

Concordia College Miscellaneous Fees (per academic year, US\$)	
→ Comprehensive fee	1,350
→ Orientation fee	275
→ Housing deposit (one-time fee)	350
→ Estimated student insurance (per year) ³	2,090
→ International student fee	2,250

Kings/Concordia College Terms & Conditions

Kings reserves the right to change prices, to cancel or change courses and to amend timetables at any time prior to the enrollment and to make additions or amendments to these terms and conditions by giving one month's written notice to all affected parties.

1. Application

Application Fee: There is a non-refundable application fee payable before the processing of your application. You or your agent must send your completed application form with relevant transcripts and any supplementary documentation to Kings USA Admissions. We will acknowledge your application within 24 hours (Monday to Friday) and, if accepted, send an offer of a place within 4 - 5 working days.

2. Offer of a Place

Our offer of a place will include a study plan based on your academic ability and English language level. If the study plan includes the Undergraduate/Graduate Preparation Program, the offer will include an invoice for tuition, accommodation, plus applicable fees.

For the On Campus *Plus* program, a final invoice will be sent prior to the start of the program. Your place is subject to availability and is not held until we have received your deposit to accept the place.

3. Acceptance of Application

To accept your place you will need to make a deposit payment. Once this payment is received we will hold your place until the balance of fees becomes due. Your place may become at risk if we do not receive your payment on time. Several factors influence the amount stipulated as a deposit, the timing and the specific rules and regulations to apply. These specific rules and details will be shared with you and as such, you shall be responsible accordingly. All deposits shall be applied to the first semester of the On Campus *Plus* program.

4. Visa Documentation

Once we have received your deposit and Reservation Agreement, we will hold a place and send all relevant visa documentation including the I-20, provided that you have submitted proof of financial solvency and all other financial requirements. Please advise us as soon as your visa is granted.

5. Payment of Fees

Fees can be paid by money order, credit card, or bank transfer. Bank charges for both sending and receiving banks are payable by the sender. IMPORTANT: when making your payment please ensure that you transmit sufficient funds to cover the bank charges and to cover the dollar amount shown on the invoice at the exchange rate of the day. Payment by credit card is subject to a surcharge of 2%, AMEX 3.5%.

Full fees are due by the course start date. You will not be allowed to attend classes if fees are outstanding. You will be required to leave the course if you are not able to produce payment or proof of payment.

For Kings/Concordia On Campus *Plus* Program

All fees are due one month prior to the start of the semester. Fees are paid via Peer Transfer (via credit card or bank transfer).

6a. Cancellation Due to Visa Refusal

If your visa is refused, all fees will be refunded.

6b. Cancellation/withdrawal for Other Reasons

Kings Undergraduate/Graduate Preparation Program Cancellation

- If you cancel prior to the start of scheduled classes or never attend class (no show), all tuition, accommodation and insurance fees will be refunded, less any actual costs incurred. The enrollment fee, and other service charges (airport transfer, courier fee, campus support fee) are non-refundable up to a maximum total of \$500.

- If you are accepted by Kings and enter the US on the school's I-20 and subsequently cancel prior to the start of scheduled classes or never attend class (no show), Kings may retain:

- For an enrollment period of fewer than 12 weeks, all the tuition charges for up to four weeks, actual housing costs incurred, and a maximum total of \$500 for non-refundable charges.

- For an enrollment period of 12 weeks or more, all the tuition charges for up to six weeks, actual housing costs incurred by the institution, and a maximum total of \$500 for nonrefundable charges.

For Kings/Concordia On Campus *Plus* Program

If you cancel the On Campus *Plus* Program anytime before the start or during your Undergraduate/Graduate Preparation Program, your deposit will be refunded.

Your remaining On Campus *Plus* tuition and accommodation fees will be subject to the Concordia refund terms found on the following site:

www.concordia-ni.edu/academics/catalog-and-calendar.cfm

Withdrawal

Kings Undergraduate/Graduate Preparation Program:

If you are unable to complete your course after beginning studies, the following tuition refunds apply:

(6bi) First Period of Financial Obligation (Initial Enrollment)

For students whose last day of attendance occurs at any point in the first four weeks, Kings will retain all charges applicable to the first four weeks. For students whose last date of attendance occurs after the first four weeks but before or at the mid-point of their period of financial obligation, Kings will retain a prorated amount of tuition. For students whose last date of attendance occurs after the midpoint, Kings will retain all of the charges for that period.

(6bii) Subsequent Periods of Financial Obligation or Enrollment periods (Extensions)

For students who have completed the first period of financial obligation or extended their enrollment at Kings, but whose last date of attendance occurs before or at the midpoint of any subsequent period of financial obligation, Kings will retain a prorated amount of tuition for that period. For students whose last date of attendance occurs after the midpoint of any subsequent period of financial obligation, Kings will retain all of the tuition for that period. If you are enrolled in On Campus *Plus* and wish to cancel that, please refer to the Cancellation policy.

Kings/Concordia On Campus *Plus* Program:

If you wish to withdraw from the On Campus *Plus* Program, you will adhere to the Concordia College withdrawal rules and regulations found on the following site:

<http://www.concordia-ni.edu/academics/catalog-and-calendar.cfm>

6c. Cancellation of Accommodation

To cancel accommodation, a minimum of four weeks notice must be given in writing to Kings staff. A refund will be made of the unused accommodation fee less the applicable notice period.

Students who move out without giving the proper notice period will be charged 4 weeks accommodation fees in lieu of notice. A partial week may be counted as 1 week's accommodation.

6d. Cancellation of Insurance

Insurance will be charged for all used weeks. A pro-rata refund will be made of the unused weeks. Students who do not give notification of cancellation (no show) or withdrawal will be charged the cost incurred from the start date to the date of determination of withdrawal/cancellation.

7. General Notes on Refunds

Kings Undergraduate/Graduate Preparation Program:

Bank charges – all refunds are paid minus any bank charges.

Refunds are made to the fee-payer.

Accommodation deposits – will be refunded to the fee-payer after deductions for any disbursements or damages.

Late arrivals – no refunds are given for time missed due to arriving late.

Refund Due Dates – If you never attend class (no-show) or cancel prior to the class start date, all refunds will be made within 45 days of the first scheduled date of class or the date of cancellation, whichever is earlier.

If you withdraw, the refund due will be calculated using the last date of attendance and will be paid within 45 days for the documented date of determination. The date of determination is (a) the date you give notice of withdrawal to Kings; (b) the date Kings administratively withdraws you, or (c) the date Kings terminates you due to your failure to adhere to our attendance, conduct, or student progress policy. If you provide advanced notice of withdrawal such that the 45-day window ends before the last date of attendance, the refund will be paid within 45 calendar days from the last date of attendance.

All refunds will be calculated using regular published tuition rates. Any applied promotion will no longer be valid

Prorated refunds will be calculated on a weekly basis. When determining the number of weeks, Kings will consider a partial week the same as if a whole week were completed if you were present at least one day during the scheduled week.

In the event of Kings cancelling or terminating a course, a full refund of all unused fees will be made.

Non-refundable fees include courier fee, registration fee, airport transfer, campus support fee and housing application fee. Refund amounts will be based on a student's last date of attendance.

In the event no notice of withdrawal (written or verbal) is provided, Kings will automatically administratively withdraw the student after s/he has been absent for 10 consecutive school days (excluding scheduled breaks) and complete a refund calculation

If you have enrolled with Kings through an agency, you have a contractual relationship with your agent that may affect your ability to obtain a refund. Payments made via an agency will be refunded through the agent and you will need to speak to your agency to confirm your final refund amount.

Kings/Concordia College Terms & Conditions (continued)

Kings/Concordia On Campus *Plus*:

Refunds for students who withdraw during the course of the academic term will be provided in accordance with the Concordia refund policy: www.concordia-ny.edu/academics/catalog-and-calendar.cfm

8. Academic Decisions

Kings and/or Concordia reserves the right to determine the best study plan for any student and to exclude from class any student who, for reasons of performance or ability, is not qualified to enter or remain in that class. For Undergraduate/Graduate Preparation, students are accepted into a study plan with understanding that successful completion of the study plan is contingent on satisfactory attendance and attainment of specified grades.

Students who do not meet the criteria for successful completion will not be allowed to proceed with their original study plan. Students may be offered alternative study options, including, but not limited to, retaking their course, and/or a change in their study plan. A change in study plan may involve additional time and cost with regard to tuition and accommodation fees.

Students are accepted in good faith into the Kings program on the basis that the certification they provide meet the admissions criteria. If, however, the results from assessments upon arrival indicate that a student's level of English or academic proficiency is significantly different than the one claimed and is lower than the one required for their program, then the student will be formally advised of the results and of applicable options. A change in study plan may involve additional time and cost with regard to tuition and accommodation fees.

A student, either individually or through his/her representative, who has submitted any documentation or certification to meet the admissions criteria which is later found to have been falsified is subject to immediate expulsion from the Kings program.

9. Discipline

If your work, attendance, or conduct is unsatisfactory you will be subject to Kings and/or Concordia disciplinary procedures. These procedures may lead ultimately to suspension or expulsion. Travel and other costs incurred as a result of suspension or expulsion must be met by the student or student's guardian.

Kings Undergraduate/Graduate Preparation Program:

Students attending the Kings Undergraduate/Graduate Preparation program will be governed by and subject to Kings' standards of academic conduct. Students residing in accommodation provided by Concordia College are subject to, and must adhere to, Concordia College's Community Standards found at: www.concordia-ny.edu/academics/catalog-and-calendar.cfm

Kings/Concordia On Campus *Plus*: Students attending the On Campus *Plus* program will be governed by and adhere to Concordia College standards of academic conduct and Concordia College's Community Standards: www.concordia-ny.edu/academics/catalog-and-calendar.cfm

10. Accommodation

All students will be accommodated in housing facilities on campus at Concordia College. Housing assignments will be made only after receipt of the housing application form, and placements will be based on arrival time, duration of program and student's age.

All students are expected to abide by Concordia College housing policies found at the following link: www.concordia-ny.edu/academics/catalog-and-calendar.cfm

Students arriving between 10pm and 6am or arriving outside of the designated start dates may be asked to book alternative accommodation until accommodation becomes available and/or required to book an airport transfer.

Kings Undergraduate/Graduate Preparation Program:

Accommodation weeks are from Sunday to Saturday. Arrivals past 10pm require an airport transfer.

Any student arriving Saturday and/or departing Sunday will be charged for (an) extra night(s) and must book an airport transfer.

Any student arriving Monday-Friday will be charged a full week and must book an airport transfer.

Kings/Concordia On Campus *Plus* Program:

If you wish to cancel accommodation during the On Campus *Plus* program, you will adhere to the Concordia rules and regulations found in the Concordia student handbook:

www.concordia-ny.edu/academics/catalog-and-calendar.cfm

11. Insurance

All Kings students must have appropriate accident and medical insurance during their time in the USA. Insurance to cover personal property, breakages, loss and damage is also strongly recommended.

Kings Undergraduate/Graduate Preparation Students:

Insurance is provided through Kings. Students will be automatically invoiced for insurance throughout the full length of their program. Insurance booked through Kings is charged at a weekly rate.

Kings/Concordia On Campus *Plus*:

All Kings students are required to purchase a health insurance plan written specifically for them by Concordia College

Information about the plan is available on the following web page.

www.concordia-ny.edu/student-life/health-services.cfm

12. Publicity Materials

Kings Education periodically uses electronic and traditional media for publicity or educational purposes.

In signing these Terms & Conditions, permission is given to Kings and its agents to use the student's image (photographs and/or video) and personal educational records for use in Kings publications, including, but not limited to, videos, emails, recruiting brochures, newsletters, and magazines, and to use the student's image in electronic versions of the same publications or on the Kings website or other electronic forms of media.

This permission may be revoked at any time upon providing written notice to Kings. Until such revocation is made, this consent shall remain in effect with the student's educational records and image continuing to be available to Kings for use in publications.

The right to inspect or approve the finished photographs or printed or electronic matter that may be used in conjunction with them now or in the future is also hereby waived.

13. Federal Holidays and College Closure

Kings Undergraduate/Graduate Preparation Students:

Tuition is not given on federal holidays (2017: January 2, January 16, May 29, July 4, September 4, November 23, 24, December 25, 2018: January 1, January 15, May 28, July 4, September 3, November 21, 22, December 25). Kings is also closed between December 16, 2017 and January 1, 2018 inclusive; and between December 15, 2018 and December 30, 2018 inclusive.

Kings/Concordia On Campus *Plus*:

The typical academic term includes a number of holiday breaks. See Concordia Academic Calendar for exact dates: www.concordia-ny.edu/academics/catalog-and-calendar.cfm.

No refund or compensation is given for lessons missed due to holidays or other official class cancellations.

14. Liability

Kings will not be liable under any circumstances for any failure to provide any services whatsoever if that failure is caused directly or indirectly by actions or circumstances beyond Kings' control. Any damage caused by a student to college property or to a residence, whether intentional or not, will be charged to the student or students responsible. Students in residential accommodation are jointly liable for shared facilities and Kings reserves the right to recover costs for damage and exceptional cleaning at any time.

Students hereby voluntarily release, hold harmless and agree to indemnify Kings, its agents, officers, employees, successors and assigns from any liability resulting from any claims, suits, procedures, costs, expenses, including attorney's fees, and causes of action of whatever kind or nature, including, but not limited to, a claim of Kings' negligence, resulting from any damage, loss, personal injury, disability, medical expenses, property damage or theft, arising from or out of the student's attendance or participation in the Kings program.

15. Student Information

At the time of application, students are requested to sign a release form authorizing Kings and Concordia College to share information about the student with designated officials of the College, Kings, parents and/or representatives. It is part of the unique nature of the On Campus *Plus* program that Kings provides constant feedback about academic performance and/or financial issues to individuals involved in the student's success.

16. Jurisdiction

In any dispute arising out of this contract, the parties expressly agree to submit to the jurisdiction of the courts of the USA having jurisdiction in the matter in question.

17. Medical Intervention

The student or guardian (if under 18) grants authorization and consent to Kings to administer general first aid treatment for any minor injuries or illnesses experienced by the student. If the injury or illness is life threatening or in need of emergency treatment, Kings is authorized to summon any and all professional emergency personnel to attend, transport, and treat the student and to issue consent for any X-ray, anesthetic, blood transfusion, medication, or other medical diagnosis, treatment, or hospital care deemed advisable by, and to be rendered under the general supervision of, any licensed physician, surgeon, dentist, hospital, or other medical professional or institution duly licensed to practice in the state in which such treatment is to occur. The student or guardian agrees to assume financial responsibility for all expenses of such care. Once medical/hospital treatment is completed, the student may be released back to Kings. The student or guardian (if under 18) agrees to allow Kings to contact and speak with the student's physician/dentist.

If you feel contrary to this, please advise us in writing, so that we may keep a copy of this in the student's file and we therefore act in accordance with your wishes. Students will be required to provide medical history documentation prior to arrival in the US.

18. Activities and Excursions

It is understood that students may participate in off-site social activities and excursions organized by Kings and/or external providers.

If your child is under 18, a guardian's permission is understood to be given for them to participate. Please advise Kings in writing if permission is not given in order to act accordingly.

19. University Progression

Students must meet the admissions requirements of all host and progression institutions in which they intend to transfer. All host and progression institutions reserve the right to amend their admission criteria independent of Kings.

The Application Process

1. The agent or student submits a completed Kings Application Form, Application Fee payment, certified academic transcripts, graduation certificate, and proof of English language level to Kings USA Admissions.

If the student has a certified score of at least TOEFL iBT 74 or 6.0 IELTS:

2. The agent or student submits a letter of recommendation, personal statement, and additional documents along with the Application Form.
3. Kings USA Admissions sends confirmation of receipt and forwards the application documents to Concordia College.
4. If the application is successful, a Letter of Admission (LOA) will be issued by Concordia College and will be sent to the agent or student by Kings USA Admissions along with an invoice for the deposit.

5. The agent or student accepts the offer and pays the deposit directly to Kings.
6. Kings USA Admissions requests proof of funds/sponsorship information.
7. Once funds are either proven or paid, Concordia College issues an I-20 and sends directly to the agent or student.
8. Upon acceptance, students will be required to submit original copies of the above documents, including supplemental forms.

If the application is successful and the student has a score of below TOEFL iBT 74 or 6.0 IELTS:

2. Conditional Letter of Admission (CLA) is issued by Concordia College, with the condition that the student successfully completes the Undergraduate/Graduate Preparation Program.

3. The CLA is forwarded to the agent by the Kings USA Admissions, together with an invoice for pre-sessional Undergraduate/Graduate Preparation Program.
4. The agent or student accepts the offer and pays the deposit directly to Kings.
5. Kings USA Admissions requests proof of funds/ sponsorship information.
6. On receipt of these documents and proof of funds, Concordia College issues the I-20 directly to the agent or student.
7. Once the student successfully completes the Undergraduate/Graduate Preparation Program level four, Concordia College requests proof of funds in order to issue a new I-20.
8. Upon acceptance, students will be required to submit original copies of the above documents, including supplemental forms.

Please note: All documents must be submitted in English.

Required Documents for Application

Unofficial documents accepted with Application. All documents must be submitted in English.

Official documents required at/before Orientation	Undergraduate		Graduate	
	Letter of Acceptance	Conditional Letter of Acceptance	Letter of Acceptance	Conditional Letter of Acceptance
<input type="checkbox"/> English Language Requirement	TOEFL iBT 74 (15 section minimum)/ IELTS 6.0	UPP 4	TOEFL iBT 80 (15 section minimum)/ IELTS 6.5	GPP 4
<input type="checkbox"/> Minimum GPA	2.5	2.5	3.0	3.0
<input type="checkbox"/> Pathway Application	required	required	required	required
<input type="checkbox"/> Application Fee	required	required	required	required
<input type="checkbox"/> High School and College Transcripts	required	required	required	required
<input type="checkbox"/> Transcript Evaluation	optional	optional	required	required
<input type="checkbox"/> Graduation Certificate*	required	required	required	required
<input type="checkbox"/> Personal Statement	required	deferred	required	deferred
<input type="checkbox"/> Recommendation Letter	required	deferred	required	deferred
<input type="checkbox"/> SAT	optional	optional	optional	optional
<input type="checkbox"/> GRE/GMAT	—	—	program specific	program specific
Post-Acceptance documents				
<input type="checkbox"/> Health and Immunization Form	required	required	required	required
<input type="checkbox"/> Housing Application	required	required	required	required
Required for I-20 Issuance				
<input type="checkbox"/> Deposit (varies by country of residence)	required	required	required	required
<input type="checkbox"/> Reservation Agreement	required	required	required	required
<input type="checkbox"/> Certificate of Finances and bank statement	required	required	required	required
<input type="checkbox"/> Passport copy	required	required	required	required

*Students currently in high school will be admitted conditionally
Please send your completed application by post or email to the address on the front cover.