



THE KING'S COLLEGE
NEW YORK CITY

Parent Guidebook
2018 – 2019

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THE KING'S COLLEGE
NEW YORK CITY



Dear Parents,

Welcome to The King's College.

The coming months will be marked by a tremendous amount of personal growth for your King's student. We can provide the tools, and even train students how to use them, but it is up to them to employ their education. To that end, we want to ensure that, as parents of a King's student, you have the opportunity to be involved in that growth. And that is why we created this Parent Guidebook to serve as an informative resource to answer your questions.

We invest a great deal of time, thought, and energy in making your student's experience the best it can possibly be. Thank you for partnering with me to shape the College and its influence for all students.

I look forward to meeting you soon. In the meantime, please contact Student Services at 212-659-7200 or studentservices@tkc.edu with any questions you may have.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Bennett".

Eric Bennett
Vice President for Student Development
The King's College - New York City



Students may track their progress on the [Student Portal](#) under "Document Tracking."

Admissions

Contact: 212-659-3610[p], 877-349-0231[f], visitcoordinator@tkc.edu

Step 1: Submit Enrollment Deposit

Required For: New Students

Due Date: Regular Admission – Refundable through Tuesday, May 1, 2018

To pay the Enrollment Deposit, go to tkc.edu/epay.

Step 2: Submit Official High School Transcripts

Required For: New Students

Due Date: Sunday, July 1, 2018

High schools may send original transcripts to Admissions.

Step 3: Submit Immunization Form

Required For: New students

Due Date: Sunday, July 1, 2018

Print and have your doctor complete the second page of the [Immunization Form](#). Sign last page and send to Admissions.

Step 4: Submit Official College Transcripts

Required For: Transfer students and Dual Enrollment students

Due Date: Sunday, July 1, 2018

Colleges may send original transcripts to Admissions.

Information Technology

(This section is required to complete remaining check points.)

Contact: 646-237-8920[p], helpdesk@tkc.edu

Step 1: Change King's Password

Required For: New students

Due Date: Rolling

Go to changemypassword.tkc.edu and click "Change My Password." Enter the username (without @tkc.edu) and password provided by Admissions to set up your security questions and password.

Step 2: Log Into King's Email

Required For: New students

Due Date: Rolling

Go to mail.tkc.edu and log in using your King's username (without @tkc.edu) and new password. It may take five or ten minutes before the new password works.

Step 3: Log Into the Student Portal

Required For: New students

Due Date: Rolling

Go to students.tkc.edu to log into the [Student Portal](#) using your King's username (without @tkc.edu) and new password.

Step 4: Submit Student ID Photo

Required For: New students

Due Date: Monday, July 30, 2018

Submit your student ID photo using the [online form](#) in order to receive your King's ID at Move-In Day.

Housing

Contact: 212-659-7295[p], 877-806-6730[f], housing@tkc.edu

Step 1: Fill Out Housing Application

Required For: New students living on campus

Due Date: Rolling until July 31, 2018

Log onto tkc-residence.symphlicity.com, our housing software, using your full King's email and password. Click "Get Started" on the available application and complete steps one through four. If you are under 21, a parent or legal guardian must sign the contract.

Step 2: Fill Out Commuter House Placement Questionnaire

Required For: New students living off campus

Due Date: Rolling until July 31, 2018

If you are not living in student housing, you must complete the following survey to be placed in a House at King's.

tkc.edu/new-commuter-student-house-placement-questionnaire/

Student Financial Services

Contact: 646-237-8902[p], 877-806-6730[f], financialservices@tkc.edu

Step 1: Complete the Free Application for Federal Student Aid (FAFSA)

Required For: Students seeking financial aid

Due Date: Thursday, March 15, 2018

Go to fafsa.ed.gov to complete the FAFSA.

Step 2: Respond to Award Letter

Required For: Students

Due Date: Tuesday, May 1, 2018

Log into the [Student Portal](#) to accept/decline your awards/loans by clicking "My Financial Aid" under "Administrative Services," then "Submit" at the bottom of the page.

Step 3: Complete Financial Aid Verification Process

Required For: Eligible students

Due Date: Tuesday, May 15, 2018

If you are selected to participate in the verification process, you will receive notification from the Student Financial Services Team. To track your progress, visit "Document Tracking" on the [Student Portal](#).

Step 4: Complete Entrance Loan Counseling

Required For: Students using the Stafford Loan

Due Date: Tuesday, May 15, 2018

Go to studentloans.gov to complete Entrance Counseling.

Step 5: Complete Master Promissory Note (MPN)

Required For: Students using the Stafford Loan

Due Date: Tuesday, May 15, 2018

Go to studentloans.gov to e-sign a MPN.

☐ Step 6: Fill Out Direct PLUS Loan Application

Required For: Students using the Director PLUS Loan for parents

Due Date: Tuesday, May 15, 2018

After accepting the Direct PLUS Loan on the [Student Portal](#), your parent or legal guardian must complete an application and e-sign their Master Promissory Note at studentloans.gov.

☐ Step 7: Apply for Alternative Education Loans

Required For: Students using alternative loans

Due Date: Tuesday, May 15, 2018

If you plan to use an alternative loan to cover the remaining balance, you can compare loans and apply at elmselect.com.

☐ Step 8: Pay Ledger (Bill) or Set Up Payment Plan

Required For: Students

Due Date: Sunday, July 15, 2018

To view your ledger (bill), log onto the [Student Portal](#) and click "My Ledger" under "Administrative Services." You may make a payment or set up a payment plan at tkc.afford.com. For a full list of payment options click [here](#).

Registrar

Contact: 212-659-7216[p], 212-659-7210[f], registrarstaff@tkc.edu

☐ Step 1: Fill Out Family Educational Rights & Privacy Act (FERPA)

Required For: New students disclosing their academic and financial records to their parents or legal guardians

Due Date: Rolling

Complete the "Authorization for Access to Student Records (FERPA Authorization)" form on the Student Portal under "Academics." This allows The King's College to disclose academic, billing, and Student Life information to your parents or legal guardians. This form is optional and should only be filled out at your discretion.

☐ Step 2: Register for Courses

Required For: New students

Due Date: ASAP

When your Admissions file is complete, the Registrar will register you for classes.

☐ Step 3: Take Writing Assessment Test

Required For: Students transferring ENG 110

Due Date: Rolling

If you have a transfer credit for ENG 110 - College Writing I, you are required to take a writing assessment through the [Student Portal](#) prior to arriving on campus. The Registrar's Office will contact you when it is time to take this test.

Student Success

Contact: 212-659-7289[p], 1-631-561-4245[f], jtharp@tkc.edu

☐ Step 1: Fill Out Disability Identification Form and Submit Verification

Required For: Eligible new students

Due Date: Ongoing

The King's College assures equal opportunity for access to college courses, examinations, and services by providing reasonable accommodations to individuals with physical, mental, or learning disabilities recognized under the Americans with Disabilities Act of 1990 (ADA). If eligible, you must complete the Disability Identification form, Log into the Student Portal, and click "Academics," then "Disability Information."

Student Development

Contact: 212-659-7200[p], 212-659-3613[f], studentservices@tkc.edu

☐ Step 1: Register for New Student Orientation (NSO)

Required For: New students bringing guests to NSO

Due Date: Register by Monday, August 13, 2018

Your parents and family members are welcome to attend specific NSO events if they register here: kingsnsosfall2017.eventbrite.com.

☐ Step 2: Fill Out Parent & Emergency Contact Information

Required For: New students

Due Date: Monday, August 13, 2018

Every student is required to complete the Emergency Contact Information form by Monday, August 14 here: thekingscollege.formstack.com/forms/emergencycontact.

☐ Step 3: Sign Honor Statement

Required For: New students

Due Date: Monday, August 13, 2018

Every student is required to read and sign the Honor System by Monday, August 14 here: thekingscollege.formstack.com/forms/honor_statement.

☐ Step 4: Verify Health Insurance

Required For: International students and athletes

Due Date: Monday, August 13, 2018

If you are covered by an HMO, PPO, or similar plan, we encourage you to determine the extent of coverage available in New York.

☐ Step 5: Join KingsConnect

Required For: New students interested in internships or jobs

Due Date: Rolling

To view job and internship postings, go to www.tkc.edu/kingsconnect and join KingsConnect, our community network on LinkedIn.

☐ Step 6: Read the Student Handbook

Required For: New students

Due Date: Rolling

Read the [Student Handbook](#), a useful reference point for students.

Move-In Day Instructions

Please plan to arrive at your assigned residence building between 9:00 a.m. and 3:00 p.m. on Saturday, August 19.

Keep in mind that all apartments are furnished and due to limited space, less is more.

Residents of City Point - 436 Albee Square, Brooklyn, New York 11201

Find the Building: Approach the building via Albee Square from the south. The entrance for the City Point Residence will be on your left—two large wooden doors.

Unload: Pull up to the curb and call King's staff at 212-659-7292. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.

Park: Find metered parking on the street or park in a nearby parking garage. There is a parking garage at 387 Bridge Street between Willoughby Street and Fulton Street.

Residents of Greenwich - 102 Greenwich Street, New York, New York 10006

Find the Building: Approach the building via Cedar Street from the north. Go west on Cedar Street and turn left onto Greenwich Street.

Unload: Pull up to the curb and call King's staff at 646-237-8906. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.

Park: Find metered parking on the street or park in a nearby parking garage. The Battery Parking Garage is down the street from Greenwich's front entrance.

Residents of Washington - 90 Washington Street, New York, New York 10006

Find the Building: Approach the building via West Street from the south. Go south on West Street and do a U-turn at the end of West Street to go north. The service entrance for the Washington Residence will be on your right just past 50 West.

Unload: Pull up to the curb and call King's staff at 646-237-8906. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.

Park: Find metered parking on the street or park in a nearby parking garage. The Battery Parking Garage is across the street from Washington's front entrance.

Residents of West - 1 West Street, New York, New York 10004

Find the Building: Approach the building via West Street from the south. Go south on West Street and do a U-turn at the end of West Street to go north. The service entrance for the West Residence will be on your right at a parking garage.

Unload: Pull up to the curb and call King's staff at 646-237-8906. The key is to rapidly unload, and then move your vehicle so another family may use the unloading space.

Park: Find metered parking on the street or park in a nearby parking garage. There is a garage at 1 West Street.

If you are delayed and will arrive after 3:00 p.m., please call the number below that corresponds to your housing location.

If you have questions on move in day call:

- City Point - 212-659-7292
- Greenwich - 646-237-8906
- Washington - 646-237-8906
- West - 646-237-8906



Choose type of transportation, airport, and destination. Then, find your directions and average travel time and cost. Times and costs are approximated, calculated with a 20 percent tip, and are dependent upon traffic.

	Newark	JFK	LaGuardia
Public Transportation			
Downtown (King's Campus, Washington and West)	Take the <u>New Jersey Transit</u> Northeast Corridor to New York Penn Station. Take the 2/3 express subway downtown to the Wall Street stop. Walk to housing location. Time: 60-90 minutes Cost: \$15.25	Take the <u>JFK AirTrain</u> to the Howard Beach stop. At the Howard Beach station, take the A express subway toward Manhattan to the Fulton Street stop. Walk to housing location. Time: 60-90 minutes Cost: \$7.75	Take the <u>M60-SBS</u> bus from the Airport to the Hoyt Avenue/31 Street stop, then walk to the Astoria Boulevard station. At the Astoria Boulevard station, take the Q express subway toward Manhattan to the Lexington Avenue/59 Street stop, and transfer to the 4/5 express subway downtown to the Wall Street stop. Walk to housing location. Time: 60-90 minutes Cost: \$5.50
Brooklyn (City Point)	Take the <u>New Jersey Transit</u> Northeast Corridor to New York Penn Station. Take the 2/3 express subway downtown to the Hoyt Street stop. Walk to City Point. Time: 60-70 minutes Cost: \$15.25	Take the <u>JFK AirTrain</u> to the Howard Beach stop. At Howard Beach station, take the A express subway toward Manhattan to the Hoyt Schermerhorn stop. Walk to City Point. Time: 65-80 minutes Cost: \$7.75	Take the <u>M60-SBS</u> bus from the Airport to the West 125 Street/Malcolm X Blvd stop, then walk to the 125 Street station. At the 125 Street station, take the 2/3 express subway downtown to the Hoyt Street stop. Walk to City Point. Time: 80-100 minutes Cost: \$5.50
Taxi Cab			
Downtown (King's Campus, Washington and West)	Time: 40-45 minutes Cost: \$54	Time: 50-55 minutes Cost: \$75	Time: 30-35 minutes Cost: \$52
Brooklyn (City Point)	Time: 40-45 minutes Cost: \$56	Time: 40-45 minutes Cost: \$70	Time: 20-25 minutes Cost: \$43



THE KING'S COLLEGE
NEW YORK CITY



If you have questions about how to navigate the City once you arrive, call Student Services at 212-659-7200.

NYC Accommodations

Holiday Inn – 99 Washington Street, New York, NY 10006
Phone: 212-791-2900 | Use promo code “NSK” when booking.
A block of rooms is specially reserved for The King’s College. Rooms are available from Friday, August 17 until Sunday, August 19. The rate for a “Single” is \$159/nightly, and the rate for a “Double” is \$169/nightly. Book by Tuesday, July 17 for these discounted rates at [this link](#).

Additional Hotels

For additional hotel options, please [visit our website](#) to enjoy special corporate discounts.

Campus Housing Locations

Parents may stay in housing with their students of the same gender by completing the overnight guest form on the [Student Portal](#).

Public Transportation

Subway and Bus Fares

\$2.75 = One way trip
\$31 = 7-Day Pass (Best value for 12+ trips in a 7-day period)
\$116.50 = 30-Day Pass (Best value for 43+ trips or 11 trips per week – commuting students)

Subway Map: web.mta.info/nyct/maps/subwaymap.pdf

Bus Map: web.mta.info/nyct/maps/manbus.pdf

Directions to The King’s College Campus – 56 Broadway, New York, NY 10004

City Point – 436 Albee Square, Brooklyn, NY 11201
Head South on Albee Square towards Fulton Street. Take a right onto Fulton Street. Enter the subway station at Hoyt Street, and take the 2/3 express subway toward Manhattan to the Wall Street stop. Head southwest on William Street toward Wall Street, and turn right onto Exchange Place, then turn left onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

West – 1 West Street, New York, NY 10004
Head south and turn left toward Battery Place. Turn left onto Battery Place, then turn left onto Broadway. Walk to the The King’s College main entrance at 56 Broadway.

Greenwich – 102 Greenwich Street, New York, NY 10006
Approach the building via Cedar Street from the north. Go west on Cedar Street and turn left onto Greenwich Street.

Washington – 90 Washington Street, New York, NY 10006
Head north on Washington Street toward Rector Street. Turn right onto Rector Street, then turn right onto Broadway. Walk to The King’s College main entrance at 56 Broadway.

Traveling Tips

- Uptown Trains travel north; Downtown Trains travel south and southeast; Brooklyn-Bound Trains travel east; Queens-Bound Trains travel north and northeast.
- On the [MTA Subway Map](#), express trains stop only at white-dotted stops, and local trains stop at both black and white-dotted stops, unless otherwise marked due to construction.

Helpful Apps

- *Uber* and *Gett* allow you to reserve a car pick up from your location. Estimated prices include tax and tip.
- *Google Maps* and *Embark NYC* provide subway and walking directions to NYC destinations.
- *Yelp* rates nearby restaurants and *Seamless* coordinates food deliveries to your location.



*Parents are welcome to attend specific NSO events if they register at kingsnsfall2017.eventbrite.com.

Saturday, August 18

Student Admissions Counselors are available in from 9:00 a.m. to 3:00 p.m. to give campus tours.

- 9:00 a.m. – 3:00 p.m. Move-In Day***
Respective Locations (Greenwich, City Point, Washington, West Residences)
Contact Student Life with any questions you may have at housing@tkc.edu or 646-237-8916.
- 11:00 a.m. – 5:30 p.m. Student Financial Services Meetings**
6th Floor
Members of the Student Financial Services Team are available on Move-In Day from 11:00 a.m. to 5:30 p.m. Sign up for an appointment at your housing location.
- 6:00 p.m. – 7:00 p.m. Welcome Program***
2nd Floor Auditorium (Doors open at 5:30 p.m. and business casual attire is appropriate.)
Tim Gibson, Acting President, is joined by David Leedy, Dean of Students, and House Presidents to welcome new students and parents.

Sunday, August 19

Business casual attire is appropriate.

Meet your House at a designated time and place to attend church together.

- 2:00 p.m. – 3:00 p.m. Academics at King's***
2nd Floor Auditorium
Dr. Mark Hijleh, Provost, is joined by Jennifer Tharp, Assistant Dean of Student Academic Services and Director of Student Success to discuss being a scholar at King's.

FOR PARENTS

FOR STUDENTS

- 3:10 p.m. – 4:00 p.m. Parents Info Session***
2nd Floor Auditorium
Learn what to expect in your student's first year at King's and have your questions answered by the Parents Advisory Council (PAC).
- 4:00 p.m. – 6:00 p.m. Parents Association Meet & Greet***
1st Floor Lobby
Stay after the Parents Info Session to speak with the PAC, sign up for parent resources, such as the Parents Prayer Calendar, Parents Weekend, and more. Also, speak with members of the Student Financial Services team, the Director of Student Success, the Director of Vocational and Career Development, etc.

How to be a King's Student
City Room
What you need to know to thrive in our community.

Community of Honor
Respective Classrooms
What it means to be a part of a community of honor.

- 5:00 p.m. – 6:00 p.m. Students invited to join parents at Meet & Greet. Parent's portion of NSO concludes at this time.**
- 6:00 p.m. – 8:00 p.m. Night Out with Your House**
Respective Locations
Gather with your House for the annual tradition of sharing a meal in the City.

Monday, August 20

Casual attire is appropriate. Please wear tennis shoes and athletic wear for the Great Race.

The Registrar's Office (schedules and transfer credits) and members of the Student Financial Services team (bill payment and financial aid) are available from 9:00 a.m. to 5:00 p.m. Visit the Student Services desk on the 6th floor to see them.

- 9:00 a.m. – 10:00 a.m.** **Special Receptions**
Respective Locations
Transfer, International, and NYC Semester students are invited to grab lunch then visit respective locations for special receptions.
Transfer – Classroom 628 | International – Classroom 627 | NYC Semester – Classroom 629
- 10:00 a.m. – 11:30 a.m.** **Information Fair**
1st Floor Lobby, City Room
Students have an opportunity to sign up for student organizations and clubs as well as take advantage of local New York City opportunities. Bring copies of your resume.
- 11:00 a.m. – 11:30 a.m.** **Athletics Informational Meeting**
City Room
Gather to hear about athletics at King's and meet representatives from the Student Athlete Advisory Committee (SAAC).
- 11:30 a.m. – 12:30 p.m.** **Title IX (Sexual Misconduct) Safety Meeting**
City Room
Learn about campus policies and resources.
- 1:30 p.m. – 6:00 p.m.** **Fifteenth Annual Great Race**
City Room
Learn about the City by deciphering clues with your Housemates and make your way to an undisclosed finish line.

Tuesday, August 21

Day off for students to settle into the City.

- 6:00 p.m. – 7:30 p.m.** **Convocation – Required for new students**
Trinity Church
Celebrate the start of a new academic year and sign the Honor Code.

Wednesday, August 22

First Day of Class (*Business casual attire is appropriate.*)

Thursday, August 23

- 12:00 p.m. – 1:30 p.m.** **Job & Internship Fair**
1st Floor Lobby and O'Keeffe Student Union
New and returning students are invited to speak with New York City employers to hear about part-time job opportunities and internships that accommodate student schedules. Bring copies of your resume.
- 7:30 p.m. – 9:00 p.m.** **Refuge Worship Gathering – New and returning students are encouraged to attend**
City Room
Join us for our first corporate worship gathering of the year and enjoy delicious Insomnia Cookies.

Friday, August 24

- 12:00 p.m. – 1:30 p.m.** **Church Fair**
1st Floor Lobby
New and returning students are invited to speak with representatives from churches around the city.

Parents Association

The Parents Association provides opportunities for parents to connect with the College and one another in order to maximize their King's experience. As parents, you are members of the Parents Association (PA) with no membership fees or dues. If you have questions, contact Eric Bennett, Vice President for Student Development, at ebennett@tkc.edu.

Communication

The monthly Parent's Newsletter keeps you informed about events and updates. Anyone listed as the emergency contact in a student's Emergency Contact Information (ECI) form receives the monthly parent newsletter with information and updates. You may also sign up to receive the King's Weekly, a regular publication featuring student announcements.

Contact: Katie Steele, ksteele@tkc.edu

Prayer

Leaders of the PA organize parents to pray for the College. Parents volunteer to pray each month for assigned faculty, staff, and students by name. To partner in prayer, sign up at the Parents Meet & Greet during New Student Orientation (NSO) or contact Karen Graham ahead of time.

Contact: Karen Graham, nckbg@aol.com

Encouragement

The Parents Advisory Council (PAC) members are present at NSO and Parents Weekend to be a resource and answer questions for new parents.

Contact: Karen Graham, nckbg@aol.com

Merchandise

Members of the PA receive a 10% discount on King's Gear purchases at NSO and Parents Weekend.

Contact: Katie Steele, ksteele@tkc.edu

Giving

If you want to contribute time, influence, or other resources, we can help you find the best way to be involved.

Contact: Eric Bennett, ebennett@tkc.edu

The Parents Association is led by a group of parents who volunteer to serve in renewable, one-year terms, called the Parents Advisory Council (PAC). Members are recruited based on their willingness to serve as ambassadors of The King's College and their interest in developing resources that support The King's College.

The PAC facilitates opportunities for parents to become involved in the life of the College and to preserve, enhance, and improve the quality of the King's experience. Members host events, provide connections for other parents, and work to stimulate participation in Parents Weekend. The PAC has an important influence on parent engagement at the College through annual monetary gifts, volunteer work, and thoughtful counsel to College administrators.

If you have questions or want more information about the PAC, feel free to contact the members nearest to you:

North Carolina

Rachael and Davis Carman

Contact: Rachael and Davis, dr1986@carolina.rr.com

Colorado

Johnny and Kathleen Karls

Contact: Johnny, johnnykarls@me.com and Kathleen, kathleen.karls@yahoo.com

Virginia

Daryl and Martha Jones

Contact: Daryl, daryl.jones@crumilitary.org and Martha, martha.jones@crumilitary.org

Texas

Rick and Amelia Gatt

Contact: Rick, rick.gatt@sbcglobal.net and Amelia, amelia.gatt@yahoo.com

Pennsylvania

Frank and Kara Lee Mantinaos

Contact: Frank and Kara Lee, fmantinaos@ncasd.com

Ned and Leslie Bustard

Contact: Ned, nbustard@civa.org and Leslie, leslie@worldsendimages.com

California

Brian and Jody Bell

Contact: Brian, bbell@redlandschristian.org and Jody, jodybell@kw.com



THE KING'S COLLEGE
NEW YORK CITY

Parents Weekend

Parents Weekend is a chance to interact with other parents and enjoy time with your students.
If you have questions, contact Student Services at 212-659-7200 or studentservices@tkc.edu.

As King's parents, you are invited to attend Parents Weekend on Friday, September 28 through Saturday, September 29. Parents Weekend is an opportunity to get a sense of the journey your student has been on since you dropped them off.

In a short amount of time, your student will meet their roommates, attend Fall Retreat, participate in the House Drama Competition, experience King's academic life, and explore their new "home-away-from-home" in New York City.

Throughout the weekend, you will have the opportunity to meet fellow members of the Parents Association and your student's House Executive team, get a sense of your student's academic life by sitting in on a faculty lecture, and hear about the mission of King's from the President, Tim Gibson.

We know you will enjoy spending time with your student during this fun-filled weekend, and we look forward to seeing you on campus this fall.

Save the Date: Parents Weekend

September 28–29, 2018



Tickets are \$60 per parent. Students attend free. Reserve your spot now at parentsweekend2018.eventbrite.com.

Tickets will sell out!



Parent and Student Reception

Breakfast with the Dean of Students

Faculty Lectures

High Tea Luncheon





Houses provide an opportunity for students to develop close friendships, join together to explore NYC, grow spiritually and intellectually, and have plenty of fun. Each House has an executive team of four members: President, Chamberlain, Helmsman, and Scholar.

Executive Team Positions

President

The House President is responsible for furthering the House strategic plan, achieving House goals and objectives, and developing the members of the executive team and the associates (other members from the house serving underneath the exec team) under their supervision.

Chamberlain

The Chamberlain promotes safe and healthy living environments, fosters a community of Honor and connectedness, and provides periodic on-call emergency assistance.

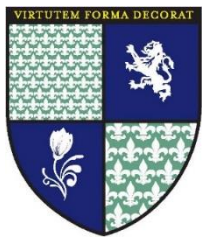
Helmsman

The Helmsman strives to strengthen the identity and unity of the House as a whole by integrating first-year members into the culture of the House and planning events.

Scholar

The House Scholar is responsible for supporting and resourcing their House members towards academic excellence.

House Crests and Mission Statements



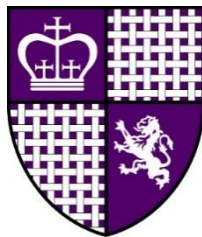
Corrie Ten Boom

We, the house of Corrie ten Boom, are sisters sharing in adventure, pursuing truth, and thriving together.



Dietrich Bonhoeffer

Men of Bonhoeffer strive to persevere in righteousness, grow in integrity, live and die with conviction and serve with courage, steadfastly upholding a Christ-like community dedicated to these ideals.



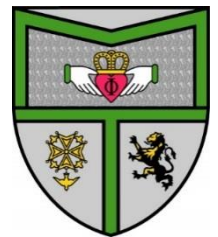
Queen Elizabeth I

As Elizabethans, we aspire to be strong women of courage and discernment who are committed to following Christ's lead together with dignity and grace.



Ronald Reagan

The House of Reagan equips and encourages members to be God fearing men of integrity who take calculated risks while persevering in pursuit of a significant life.



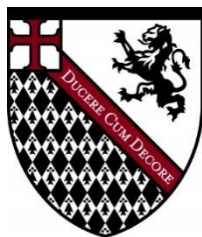
Margaret Thatcher

The House of Margaret Thatcher exists to be a faith-deepening, gift-illuminating sisterhood founded in courageous love.



Clara Barton

We the House of Clara Barton are committed to preparing women to lead with honesty, strength, humility, and courage.



C.S. Lewis

Called to excellence and contending for truth, the House of Lewis is a community of brothers in common pursuit of Christ's lordship in all things.



Winston Churchill

The House of Winston Churchill is a band of brothers who strive to be virtuous statesmen dedicated to serving God and others.



Susan B. Anthony

We are authentic individuals kindling life through purposeful relationships.



Sojourner Truth

The House of Sojourner Truth strives to empower honorable Christian leaders who lead by emanating grace and truth. We are alive, solid and passionate.



Student Financial Services exists to help students and parents through the financial aspects of a King's education. Members of the Student Financial Services Team are available on Move-In Day from 11:00 a.m. to 5:30 p.m. Sign up for an appointment at your housing location.

Student Financial Services

Student Financial Services includes the Bursar's Office (Student Billing) and the Office of Financial Aid. The Student Financial Services Team includes:

Anna Peters, Director of Financial Aid

Fanny Perez, Bursar

Tasha Azor, Financial Aid Associate

Contact: financialservices@tkc.edu, 646.237.8902 between 9:00 a.m. and 5:00 p.m., Monday through Friday.

FERPA (Federal Education Rights and Privacy Act)

Due to Department of Education [FERPA regulations](#), we are limited in the information we may discuss with parents unless their students complete the "Authorization for Access to Student Records (FERPA Authorization)," under "Academics" on the [Student Portal](#). This allows us to speak to approved parents or legal guardians regarding their students' accounts.

Note: Only students will receive official communications regarding accounts, including statement distributions.

Financial Aid

Once your students' Financial Aid awards appear on their [Student Portal](#) they must accept the aid in order for it to go to their Student Account. If a federal loan or grant says "Pending," on your student's ledger or statement, they have completed the necessary steps to receive the funds. If any aid seems to be missing, please check the "Document Tracking" section for missing items. Information regarding financial aid can be found [here](#), and the steps to secure aid may also be found on the [Billing Checklist](#).

Billing Statement

Students' billing statements are mailed in June, along with several inserts explaining steps to take to ensure all charges and credits are properly reflected on that statement. Visit [Student Billing](#) to find the information on the inserts, including a [Billing Checklist](#), information on [Paying Your Bill](#), and explanations in [Understanding Your Bill](#).

July 15, 2018 Payment Deadline

Your students may find their current balance on the [Student Portal](#) under "My Ledger." Be sure to have them click on the "Show Pending Financial Aid" button on the bottom of the page to show the balance, including secured financial aid.

All payments are due by Monday, July 15, 2018. After this date, late fees are applied to student accounts. If the balance on the [Student Portal](#), "My Ledger" tab is a \$0.00 or shows a credit balance, you have completed all payment steps for the deadline.

Payments Options

A list of payment options can be found [here](#). Families often use a combination of the various options to complete their payments. You may make a payment or set up a payment plan securely through Tuition Management Systems via EFT or credit card [here](#). Please visit [Student Billing](#) for more details. If you choose to send checks or money orders, please be sure to include the student's full name and student ID on the front, and mail payments to:

The King's College
Attn: Student Billing
56 Broadway
New York, NY 10004

Quick Links

Student Billing: <https://www.tkc.edu/student-billing/>

Billing Checklist: <https://www.tkc.edu/student-billing/billing-checklist>

Payment Options: <https://www.tkc.edu/student-billing/paying-your-bill>

Financial Aid: <https://www.tkc.edu/financial-aid>

Student Portal: <https://students.tkc.edu/login.asp>

FERPA: <https://www.tkc.edu/about-kings/ferpa/>

Make an Electronic Payment: <https://tkc.afford.com/>

FAQ'S

For questions not referenced on this page, please contact Student Services at 212-659-7200 or studentservices@tkc.edu.

Student Development

Spiritual Life, Counseling, Houses, Honor Infractions

Contact: 212-659-7200, studentservices@tkc.edu

What does my student need to do before NSO?

The [New Student Checklist](#) lists required steps for your students to complete before arriving on August 18.

How do I view my student's grades?

To access your students' grades, they must fill out the "Authorization for Access to Student Records (Ferpa Authorization)," under "Academics" on the [Student Portal](#).

What part-time jobs are available for my student?

Opportunities for part time jobs and internships will be available during the Job & Internship Fair on Thursday, August 24.

How can my student get involved on campus?

Students can get involved in Houses, student organizations, and athletics. View the [NSO Packet](#), pages 4-6, for more information about these opportunities.

How can my student connect with a church in NYC?

During NSO, there is an opportunity for new students to attend church with their houses. A Church Fair is also held on Friday, August 24. We encourage students to get involved with a local church. Faithstreet.com is another great tool for finding a church in the City.

Does King's offer health insurance?

No, but we do provide referrals to clinics and healthcare centers in the area at tkc.edu/health-and-wellness. We also offer Timely MD, a telemedicine system for King's students. Learn more [here](#).

Does King's offer counseling?

Yes, we have counselors on staff, and all student meetings are free of charge. For more information about counseling at King's, contact counseling@tkc.edu.

How can I stay connected to what is happening at King's?

As a part of the [Parents Association](#), anyone listed as the emergency contact in a student's ECI form receives the monthly parent newsletter with information and updates.

What if there is an emergency at King's or in NYC?

In the event of an emergency, parents are notified via our Emergency Notification System. We use the contact information provided in the Emergency Contact Information (ECI) form on the [Student Portal](#), which students must complete by Monday, August 13.

Where can I buy King's gear?

King's gear is available for purchase at NSO and [Parents Weekend](#). New students and families receive 10% off.

How much does it cost to attend Fall Retreat?

As a community, students, faculty and staff are invited to attend Fall Retreat, September 6 through September 8 in Iroquois Springs. First year students are automatically charged the ticket price of \$65 to their bill.

Athletics

Sports, Intramurals, Schedules

Contact: 646-237-8916, bfinley@tkc.edu

Where can I find the athletic schedules?

All athletic events are listed are on The King's College Calendar at tkc.edu/calendar.

Housing

Overnight Guests, Key Replacement, Housing Assignments

Contact: 646-237-8916, housing@tkc.edu

How early can I ship items to my student's apartment?

Once students move in on Saturday, August 18, you may ship items to their apartments. Housing addresses for each building are on [page 2 of this packet](#). Packages must include student name and apartment number.

Where can I stay if I visit my student in NYC?

King's recommends staying at the Holiday Inn located at 99 Washington Street. Book by Tuesday, July 17 for a pre-negotiated rate. For further hotel options, please [visit our website](#) to enjoy special corporate discounts. Alternatively, Parents may stay in housing with their students of the same gender if they complete the overnight guest form on the [Student Portal](#).

Can my student stay in housing during College breaks?

Yes, but in order to stay during Christmas break, students must fill out a form with their Housing Assistant.

Student Financial Services

Billing, Tuition, Payment Plans, Financial Aid

Contact: 646-237-8902, financialservices@tkc.edu

How do I learn about loans, FAFSA, and bill payment?

All information about paying your bill can be found by visiting tkc.edu/student-billing/paying-your-bill

*For more Student Life FAQ's, click [here](#).