



KINGDOM UNIVERSITY

PRE-ENROLLMENT DISCLOSURE & RECEIPT (FORM 3)

Student Name: _____

Student ID: _____

Academic Program: _____

Intended Academic Year/Term: _____

Date: _____

1. PURPOSE

This form documents that Kingdom University (“University” or “KU”) provided the prospective student with the information necessary to make an informed decision regarding enrollment before enrollment or tuition collection, as applicable.

This form is a record of disclosure and receipt. It does not replace the University’s Enrollment Agreement or the policies identified below.

2. INSTITUTIONAL AND ACADEMIC INFORMATION

The prospective student has been provided with, or given access to, the following:

Information / Document	Provided / Access Given
University Catalog	☐
Institutional Mission & Purpose	☐
Academic Program & Curriculum Information	☐
Program Length and Structure	☐
Graduation Requirements	☐
Required GPA for Program Completion	☐
Exit Examination Requirements, if applicable	☐
Institutional/Licensure Status Information	☐
Program-Specific Licensure Information, if applicable	☐
Accreditation Information, if applicable	☐
Transfer Credit Information	☐
Student Complaint & Appeal Procedures	☐



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3. TUITION AND FINANCIAL INFORMATION

The prospective student has been provided with, or given access to:

Financial Information / Document	Provided / Access Given
Annual Tuition & Fee Policy	☐
Current Annual Tuition Amount	☐
Applicable Additional Fees	☐
Available Payment Options	☐
Annual Tuition Refund Policy	☐
Student Withdrawal Policy	☐

The prospective student has been informed that:

- Annual tuition is established on an academic-year basis;
- The academic year consists of 10 courses;
- Each course is four weeks in length;
- The academic structure provides 40 instructional weeks; and
- The academic calendar includes a scheduled four-week non-instructional holiday break.

The four-week holiday break is not included in the 40 instructional weeks.

The prospective student understands that monthly payments, when available, are an installment method for satisfying the annual tuition obligation and do not create separate four-week tuition contracts.

4. UNIVERSITY POLICIES

The prospective student has been provided with, or given access to, the University's applicable policies, including:

1. Enrollment Policy
2. Annual Tuition & Fee Policy
3. Annual Tuition Refund Policy
4. Student Withdrawal Policy
5. Student Complaint & Appeal Policy
6. Academic Progress & Ability-to-Complete Assessment Policy
7. Transfer Credit Policy



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The prospective student understands that these policies establish the University's procedures and requirements for the areas they address.

The policies may be maintained as separate institutional documents and may be incorporated by reference into the Enrollment Agreement.

5. PRE-ENROLLMENT ABILITY-TO-COMplete ASSESSMENT

The prospective student understands that Kingdom University uses a reasonable process to assess whether the student appears capable of completing the selected course of study.

The assessment may consider the student's prior education, academic preparation, relevant experience, program prerequisites, stated educational objectives, and other appropriate information.

The prospective student understands that admission does not guarantee successful completion of the program.

Assessment Completed: ☐ Yes ☐ No

Assessment Method / Notes: _____

6. TRANSFER CREDIT

The prospective student has been informed that transfer credit is evaluated according to the University's Transfer Credit Policy.

The prospective student understands that:

- Transfer credit is not automatically accepted;
- Appropriate documentation may be required;
- The University determines how accepted credit applies to the student's program; and
- Acceptance of KU credit by another institution is determined by the receiving institution.

Transfer Credit Requested: ☐ Yes ☐ No

Preliminary Evaluation Provided: ☐ Yes ☐ No ☐ Not Applicable



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7. TUITION AND REFUND ACKNOWLEDGEMENT

Annual Tuition: \$(*Determined by the College attending. See Tuition Schedule*)

Payment Arrangement:

☐ Payment in Full

☐ Approved Monthly Payment Arrangement

The prospective student has been provided with the University's Annual Tuition Refund Policy before enrollment.

The prospective student understands that:

- The University maintains an established cancellation and refund policy;
- Annual tuition is associated with the academic year;
- The academic structure provides 40 instructional weeks;
- The four-week holiday break is non-instructional;
- The holiday break is not included in the 40 instructional weeks; and
- Applicable refunds are determined according to the Annual Tuition Refund Policy.

8. OPPORTUNITY TO REVIEW AND ASK QUESTIONS

The prospective student has been given an opportunity to review the information identified in this form before enrollment and to ask questions concerning:

- The University's institutional purpose;
- Academic programs and curriculum;
- Tuition and fees;
- Payment arrangements;
- Cancellation and refunds;
- Withdrawal;
- Transfer credit;
- Academic requirements;
- Graduation requirements;
- Complaint and appeal procedures;
- Licensure or professional requirements, when applicable; and
- Other matters relevant to enrollment.



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9. PRE-ENROLLMENT DISCLOSURE TIMING

Date disclosures were first provided: _____

Date Enrollment Agreement was signed: _____

Date tuition was first collected: _____

Advance Disclosure Verification

Was the required pre-enrollment disclosure period satisfied?

☐ Yes

☐ No

☐ Not Applicable

If No, explain:

10. STUDENT RECEIPT AND ACKNOWLEDGEMENT

By signing below, the prospective student acknowledges that the University provided or made available the information identified in this form before enrollment or tuition collection, as applicable.

The student further acknowledges that the student:

1. Had an opportunity to review the information;
2. Had an opportunity to ask questions;
3. Was informed of the University's academic program and requirements;
4. Was informed of tuition and applicable fees;
5. Was provided the University's refund information;
6. Was informed of the University's withdrawal procedures;
7. Was informed of the University's transfer credit practices;
8. Was informed of the University's complaint and appeal procedures; and
9. Sufficient information was provided to make an informed decision regarding enrollment.



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The student understands that this form documents receipt and disclosure and does not replace the Enrollment Agreement or any applicable University policy.

11. STUDENT

Printed Name: _____

Signature: _____

Date: _____

12. KINGDOM UNIVERSITY REPRESENTATIVE

I certify that the information identified in this form was provided or made available to the prospective student before enrollment or tuition collection, as applicable.

Representative Name: _____

Title: _____

Signature: _____

Date: _____

13. UNIVERSITY ENROLLMENT RECORD

Enrollment Agreement Received: ☐ Yes ☐ No

Student Enrollment Acknowledgement Received: ☐ Yes ☐ No

Ability-to-Complete Assessment Completed: ☐ Yes ☐ No

Transfer Credit Evaluation Completed: ☐ Yes ☐ No ☐ Not Applicable

Tuition & Fee Information Provided: ☐ Yes ☐ No

Refund Policy Provided: ☐ Yes ☐ No

Withdrawal Policy Provided: ☐ Yes ☐ No

Required Pre-Enrollment Disclosures Completed: ☐ Yes ☐ No

Enrollment Approved: ☐ Yes ☐ No

Approved By: _____

Date: _____

ADMINISTRATIVE NOTES

Student Name: _____

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