

## KCKCC Student Housing Move In Checklist

*Use this list as a guide to make sure you have completed all of the requirements that are needed before you are able to move into student housing and receive keys.*

\_\_\_\_\_ Make sure you are enrolled in 12 credit hours. Bring a copy of your current class schedule.

\_\_\_\_\_ Make sure you do not have a current Student Housing balance.

\_\_\_\_\_ Submit 2019-2020 KCKCC Housing Application  
<http://www.kckcc.edu/campus-life/student-services/student-housing>

\_\_\_\_\_ Payment of Non-Refundable Application Fee (\$100) and Housing Deposit (\$100)

- Date: \_\_\_\_\_
- The sooner this is paid, the more likely your requests will be granted for roommate(s) and/or room layout.
- The Application Fee is non-refundable and the Housing Deposit is refundable.
- You may call the Business Office at 913-288-7620 or visit the Business Office to pay the application and the deposit fee.

\_\_\_\_\_ Create an account with CastleBranch <https://portal.castlebranch.com/KD34>

- Pay \$76.76 to setup an account with CastleBranch. (Visa, Master Card, Money Order, Check)
- You will pay this amount for the Background Check and Medical Document Manager.
- Follow the steps in CastleBranch to complete the required Background Check and Medical Document Manager.
- Submit all necessary documentation to CastleBranch

### **The following items are the documents that should be uploaded onto CastleBranch:**

\_\_\_\_\_ Immunization (Measles, Mumps, Rubella (MMR), Tuberculosis, Tetanus Meningococcal Vaccine) and Health History Forms

- Complete form and upload under each section of immunizations in your CastleBranch account.

\_\_\_\_\_ Tuberculosis Questionnaire

- Complete form and upload to your CastleBranch account.

\_\_\_\_\_ Copy of Semester Schedule (must be enrolled and maintain enrollment in 12 credits)

- Visit with an advisor to register for classes
- Print a copy of your schedule
- Upload your schedule to your CastleBranch account.

\_\_\_\_\_ Renters Insurance (student must provide one of the items below)

- Show proof that you purchased renter's insurance or Complete the Waiver of Liability form
- Upload one of the above options to your CastleBranch account.

\_\_\_\_\_ Title IX

- Take the quiz to the Title IX training.

- Upload your Title IX training certificate onto CastleBranch.

\_\_\_\_\_ Move In Procedures

- You will be informed via phone and/or email if you are assigned a room.
- On the day of Move Ins you will come to the designated area to sign housing documents and receive your keys.

## **KCKCC Student Housing Move Out Checklist**

*Use this list as a guide to make sure you have completed all of the requirements that are needed before you move out.*

- \_\_\_\_\_ Complete the move out checklist that will be given to each resident. (Time and date you will be moving out, how apartment need to be clean, inspected and etc.)
- \_\_\_\_\_ Make an appointment with the Housing Supervisor or Housing Staff to sign your Check Out Form, turn in all keys and Gate Access Card.
- \_\_\_\_\_ If you are not returning to Student Housing please let the Housing Supervisor know at the end of that semester so that your Security Deposit can be refunded back to you via the Business Office. (Apartment must be cleaned and everything listed above must be done.)
- \_\_\_\_\_ Make sure you forward all mail to your current address. (It is your responsibility to do so)
- \_\_\_\_\_ If you have any questions, please call the Housing Supervisor at 913-288-7632 or by email at [Studenthousing@kckcc.edu](mailto:Studenthousing@kckcc.edu)