

# HOUSING REQUIREMENTS

1. \_\_\_\_\_ **Housing Contract:** WTC must have a housing contract (either Residence Hall or Apartment) before students are eligible to move into the housing facilities. Before receiving information about your roommate for the semester, the contract and property deposit must be received two weeks before move in date.
2. \_\_\_\_\_ **Property Deposit:** \$250.00 for Residence Hall and Apartments. Sending payment with the housing contract ensures a room on campus. Space is limited. WTC must receive payment prior to moving into housing. ***NO EXCEPTIONS!*** Cancellations must be received by the deadline or deposits will not be refunded. The property deposit (like a security deposit) is used to pay any damages, fines or outstanding tuition upon leaving the college. The remainder, minus any damages or fines, is refunded by written request.
3. \_\_\_\_\_ **Immunization Record:** Proof of immunization is required. Attach a copy to your housing contract.
4. \_\_\_\_\_ **Proof of Medical Insurance:** All students moving into housing must provide proof of medical insurance. Proof must include the effective date of coverage, name of individual covered, and policy number. If the student name is not on the card, a coverage letter from the insurance company is required. Student insurance brochures are available in the housing office on campus.

In case of emergency, immunization records and proof of insurance must be received prior to moving into campus housing.