



# Housing Checklist

## Priority Dates:

- Fall Semester – July
- Spring Semester – December

1. \_\_\_\_ **Housing Contract:** WTC must have a housing contract 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 by the Housing Office.
2. \_\_\_\_ **Property Deposit:** \$250.00 for Residence Hall and Apartments. Sending your payment with the housing contract ensures a room on campus. Space is limited. WTC must receive payment before you can move into housing - no exceptions. \$200.00 of the property deposit is refundable. This amount will be refunded upon written request, minus any damages, fines, or outstanding tuition upon leaving the college.
3. \_\_\_\_ **Immunization Record:** Proof of immunization is required. A copy is acceptable. It must include proof of bacterial meningitis vaccination within the last 5 years. Your immunization record should be submitted to the Admissions Office via email to [admissions@wtc.edu](mailto:admissions@wtc.edu) or by fax at **325-574-6524**.
4. \_\_\_\_ **Proof of Medical Insurance:** All students moving into housing must provide proof of medical insurance. WTC requires a copy of the card. Documentation must include the effective date of coverage, name of individual covered, and policy number. Proof of medical insurance should be submitted to the Housing Office.

## Submit Housing Contact, Property Deposit, and Proof of Medical Insurance to:

Western Texas College Housing Office  
6200 College Ave.  
Snyder, Texas 79549  
Phone: **325-574-7618**  
Fax: 866-709-3363  
Email: [housing@wtc.edu](mailto:housing@wtc.edu)

## Submit Immunization Record to:

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6200 College Ave.  
Snyder, Texas 79549  
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