



Housing Application Guide

The purpose of this form is to help guide prospective residents through the Ranken housing application process. It is important that applicants complete the following steps in order.

1. Apply for housing in Walker Hall online at <http://www.ranken.edu/housing-application-form/>. If you do not have internet access an application may be obtained from Residential Life Office or Admissions Office.
2. Return completed application to the Residential Life Office (located on the first floor of Walker Hall).
3. The Director of Residential Life will review your housing application. If you have previously been charged of a felony or misdemeanor, the director will conduct a background search on your behalf. Applicants with more serious charges will be contacted by the director. The director will make the decision to either deny your application or to set up a phone or face-to-face interview to gather more information.
4. If you are determined by the director of residential life to be a "good candidate" for housing, she will complete a housing financial form which will detail what your total housing costs will be based on your room and meal plan requests. If the room type you requested is not available, the director or assistant director will contact you to determine another room option. This form will then be submitted to the Financial Aid Office.
5. You must submit a \$150 security deposit to the Business Office. Cash, check or charge are accepted - checks must be made payable to **Ranken Technical College**.
6. A move in packet will be sent to your Ranken email account. The mailing will include move-in information, including what items to bring, what items not to bring, medical forms, and scheduled move-in dates and times.
7. You must submit a signed housing contract and completed medical forms to the director of residential life.
8. Once you are authorized (all financial obligations have been met) a housing assignment will be sent to your Ranken email account. Assignments of authorize residents are sent early August for fall and mid-December for spring semester. If roommates have not been authorized, they will not be included in your assignment email. Once all roommates are authorized, an update will be sent if the date is not too close to the move in date.

Contacts

Residential Life

Office Location: Walker Hall (First floor)

Phone: (314) 286-4824

Email: reslife@ranken.edu

Financial Aid

Office Location: Finney Building (Second floor)

Phone: (314) 286-4878

Email: financialaid@ranken.edu

Business Office

Office Location: Finney Building (Second floor)

Phone: (314) 286-4869

Email: businessoffice@ranken.edu