

Undergraduate Exchange Students West Campus Dormitory Applications

UNDERGRADUATE STUDENTS (Bachelor):

- Triple bunk beds are available at West Campus for those who apply and make payments during the **dormitory application period**. See appendix.

Items you may want to bring: towels, pillowcases, sheets, duvet and duvet covers.

1. APPLICATION & PAYMENT PERIOD

11 – 22 December 2017

Room type:

- **Standard Triple-Person Bunk, West Campus**
- Students requiring an alternative room type due to **disability/medical accommodation** should send their requests and official health reports to: housing@ku.edu.tr for verification before the application deadline.

Fee:

- **1,155 USD/985 EUR** (Refundable damage deposit of \$105 / €90 excluded)

Steps to take:

1. Students seeking accommodation at Koç University must apply online with their KU login credentials via Koç University's Academic Information System (KUSIS) and make the necessary payment prior to the deadline. Log-in credentials for KUSIS will be issued prior to the application stage by OIP.
2. After logging in to KUSIS, click on the STUDENT CENTER > TO DO LIST and complete the housing application form.
3. Payments are to be made by credit card at the following link after submitting the application: https://3ds.ku.edu.tr/forms/exchange_students. The link will be available only during the dormitory application period.
4. Payment deadline: **22 December 2017**
5. Announcement of room assignments: **22 January 2018** (on KUSIS)

2. CANCELLATION OF APPLICATION

Deadline: 29 December 2017

Should you wish to cancel your housing application and receive a full refund, you should make an official request for cancellation and write an email **before** the above deadline to:

housing@ku.edu.tr & kuapp@ku.edu.tr (in Cc)

Cancellations **after** deadline:

- will not be taken into consideration
- only deposit fee (\$105 / €90) will be refunded

Tracking Refunds:

- All refunds are processed by the Finance Department - any inquiries should be directed to: maliislerfinans@ku.edu.tr.

3. MOVE-IN

27 – 28 January 2018

Steps to Take:

1. Obtain check-in form from Dormitory Management upon arrival
2. Complete form and return to Dormitory Management before moving your belongings into your room
3. Obtain keycard

Time:

- 24-hour check-in

Location:

- West Campus, Building A
(Maden Mahallesi Kasap Çayırı Mevkii 3. Sok No: 1 34450 Sarıyer / İstanbul)

4. MOVE-OUT

Deadline: 11 – 12 June 2018

Steps to take:

1. Obtain check-out form from Dormitory Management
2. Complete and submit check-out form prior to moving out
3. Return key-card once you have completed the above

5. DAMAGE DEPOSIT REFUNDS:

Damage deposit refunds will be processed to your credit card by the Finance Department within 6 – 8 weeks of your checkout. All inquiries regarding deposit refunds can be directed to: maliislerfinans@ku.edu.tr.

Deductions/Deposit Withhold:

- Students whose rooms have been damaged will receive either a portion of their original deposit, or will have their deposit withheld completely.
- Students who fail to complete all steps of the move-out procedure will have their full deposits withheld.

Questions/Concerns?

housing@ku.edu.tr