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. If you are unable to complete any of these steps in person, which is the preferred method, then please contact LaTrina Rogers at (314) 286-4824 or at larogers@ranken.edu to make other arrangements.

1. Pickup a housing application in the Residential Life Office, the Admissions Office, or access the form online at http://www.ranken.edu/student-life/walker-hall/how-apply
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, he 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 will contact you to determine another room option. This form will then be submitted to the Financial Aid Office.
5. A Financial Aid officer will determine if housing costs will be covered by Financial Aid and will complete Section 3 on the form.
6. Financial Aid will submit the form to the Business Office Manager. The Business Office Manager will verify housing payment arrangements and will complete Section 4 on the form.
7. 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.
8. You must submit a signed housing contract to the director of residential life. If you apply for housing in person, you should receive a housing contract if you have been determined to be a “good candidate” for housing. If you apply for housing online or through the mail, the director will eventually mail you a housing contract if you have been determined to be a “good candidate” for housing.
9. You should eventually receive a housing assignment in the mail. Assignments are mailed out in June or July for fall & spring semester applicants and in December for spring semester only applicants. Your housing status will either be “pending” or “authorized” depending on approval by the Residential Life Office, the Financial Aid Office, and the Business Office. 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.
10. If you have a hold on your student account, you will not be allowed to live in the dormitory until payments are made. Exceptions must be authorized by the Business Office Manager.

Contacts
LaTrina Rogers - Director of Residential Life
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Email: larogers@ranken.edu

Michelle Williams - Director of Business & Financial Services
Office Location: Finney Building (Second floor)
Phone: (314) 286-4863
Email: mlwilliams@ranken.edu

Business Office
Office Location: Finney Building (Second floor)
Phone: (314) 286-4869

Housing application deadlines for 2013-2014 academic year:
• July 19, 2013 for the fall semester
• December 6, 2013 for the spring

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