

# Housing Check List

**Please use the steps below to assist you in the application process for on campus Housing.**

- \_\_\_ Apply to Northampton Community College. The application is available [here](#).
- \_\_\_ Complete Housing Application- this is done online. The application is available [here](#).
- \_\_\_ Submit the \$25 non-refundable application fee.
- \_\_\_ Submit the \$100 refundable damage deposit.\*
- \_\_\_ Submit the required [Recommendation Form](#).\*

*The steps below are completed and available once housing is offered.*

**Please use the steps below to assist you in the final steps of the Housing Process for a smooth transition at Move In.**

- \_\_\_ Sign housing agreement/contract once housing offer email is received in Spartan Email.
- \_\_\_ Print required Health Form and have it completed by a doctor.
- \_\_\_ Create your My Record Tracker Account - an email will be sent to your Spartan email after signing your Housing Agreement.
- \_\_\_ Upload completed [Health Form](#) into My Record Tracker.
- \_\_\_ Log into My Record Tracker and ensure that all requirements have been approved, no student will be permitted to move into the Residence Hall/Apartments without pre-approved health forms.
- \_\_\_ Sign up for an NCC New Student Orientation Session.
- \_\_\_ Attend Orientation and Register for at least 12 credits.
- \_\_\_ Contact Financial Aid and ensure that all documents have been received and all aid is in place prior to the tuition due date. You can also access this information by logging into your MyNCC and clicking on the Financial Aid link.
- \_\_\_ Log into MyNCC and view current bill/remaining balance.
- \_\_\_ Sign up for a payment plan/pay balance by tuition due date.

\* Students are eligible for a refund of their \$100 security deposit if they cancel their application before signing a housing agreement or before July 1<sup>st</sup> if the student is applying for a 2019-2020 academic year housing contract. For applicants applying for a Spring 2020 contract, the \$100 security deposit is not refundable after a housing agreement is signed. All residential student applicants are required to complete the recommendation form which can be downloaded from the Housing and Residence Life webpage or accessed from the link above. The mandatory health form can also be downloaded from the Housing and Residence Life webpage or accessed from the link above.