

2021-2022 Housing Application Packet Instructions

Thank you for your interest in on campus housing at Neosho County Community College for the 2021-2022 academic year! Here are a few instructions and tips to help you successfully complete the Application Packet.

- Please do not use Internet Explorer to complete this application packet. In order to successfully complete and submit the packet we suggest using Google Chrome or Safari
- You are unable to partially fill out this form, save it, and return to it. Please make sure you are ready to attach all documents and sign when you start this form.
- Once all the required fields have been completed a bar will appear at the bottom of the screen that says “Sign Document.” This is what you will click to complete and submit the form. You will be asked to verify your e-mail address before the form is finalized and submitted to the college. Adobe Sign will send you a verification e-mail, if it does not appear in your e-mail Inbox please make sure you check your junk or spam folder.
- At this time there is not an option to pay your \$125 non-refundable application fee online. You will need to either pay over the phone with a credit or debit card or send a check or money order through the mail (further instructions can be found on the Housing Contract).

If you have any questions or problems, please e-mail housing@neosho.edu and we will be happy to help!

Tips to Navigate the Application

1. When you open the application link, you’ll see what’s in the image below. If you look at the corner, circled in red, you’ll see it tracks where you are in the application and the number of required fields. Hitting “tab” on the application will bring you through each field. Required fields are those highlighted with an asterisk.

Please sign: 2019-2020 Housing Application Packet

Next required field 26

NEOSHO COUNTY COMMUNITY COLLEGE
2019-2020
HOUSING AND FOOD SERVICE CONTRACT

For Office Use Only: App Fee Paid \$ _____ Date _____
Student ID # _____ Chg. _____
 New Student Returning Student



Last Name * First Name * Middle Initial

This form must be

2. The final page is where you’ll see the last two required field, show in the image below. Once you have filled in your name and birthday a bar will pop-up on the bottom of the window with a red arrow pointing to a blue “click to sign” button.

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Next

 **VERIFICATION OF VACCINATION** 

Printed Name Date of Birth:

Student ID:

[Click here to sign](#)

Student Signature Date

[Click here to sign](#)

Parent/Legal Guardian Signature (if student is under 18 years of age) Date

I have received the meningococcal vaccine on (date).

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3. Click the button and it will submit the application. Picked below:

Student ID:

[Click here to sign](#)

Student Signature Date

[Click here to sign](#)

Parent/Legal Guardian Signature (if student is under 18 years of age) Date

I have received the meningococcal vaccine on (date).

Name of Provider (or attached copy of meningococcal vaccine verification) Provider Phone Number

I agree to the Terms of Use and Consumer Disclosure of this document [Click to Sign](#)

4. You will be asked to verify your e-mail address before the form is finalized and submitted to the college. Adobe Sign will send you a verification e-mail, if it does not appear in your e-mail Inbox please make sure you check your junk or spam folder.