



Wharton County Junior College

Background Check for Housing Application Procedures

Effective beginning with the Fall 2013 semester, each Wharton County Junior College (WCJC) prospective resident hall student must complete the Release of Background Information form (RBI) as part of the Housing Application process. The Housing Application becomes complete when the complete application (both parts) are returned with the room deposit fee, proof of vaccination for bacterial meningitis, a copy of the applicant's driver's license or Texas Identification Number, and the non-refundable \$15.00 fee. An incomplete Release of Background Information form **will void the WCJC Housing Application.**

Upon receipt of the Housing Application with the complete Release of Background Information form and the non-refundable \$15.00 fee, the Office of Student Services will process a Criminal Background Check.

The results of this check will be evaluated using the WCJC **Criteria For The Evaluation Of Background Check Information As Part Of Housing Applications** available at http://www.wcjc.edu/admin_offices_n/Student_Services/housing/housing.asp on the college website and in the Residence Hall Handbook. Applicants that have "no record" will have their housing application processed.

If assessment of the background check, using WCJC's **Criteria For The Evaluation Of Background Check Information As Part Of Housing Applications**, results in the prospective resident hall student having their application for housing declined, the prospective resident hall student will be notified by WCJC. The procedures for refund of the deposit will be explained in this notification.

Any prospective resident hall student whose housing application was declined and may choose to appeal the decision and if so, will be required to follow the procedure below:

- Contact the WCJC Campus Security Office and schedule a review time with the Chief of Campus Security, within the next 3 working days, after being notified that the application was declined
- The prospective resident hall student will provide a copy of the notification stating that their application declined
- The prospective resident hall student will be required to bring copies of all certified judicial court decrees that relate the criminal charge(s) that are not valid and/or have been dismissed.
- The WCJC Chief of Campus Security will make the determination regarding the documents presented by the prospective resident hall student and issue a ruling regarding the appeal

- The WCJC Chief of Campus Security notification will be sent to prospective resident hall student and the Office of Student Services

Copies of all documents or records that are submitted, during the appeal, will be placed on file. All record checks and submitted documents shall be considered confidential, and will not be released.

If the appeal results in the prospective resident hall student's application being accepted (changed from declined); the application will be processed by the Office of Student Services.