Dormitory Management

Sixty percent of Koç University students reside in our dormitory buildings, located at Rumelifeneri Campus and West Campus. The reasons for our students’ preference of dormitories are proximity of dormitory buildings to faculties, amenities for studying, availability of communal areas for social activities, and security. Life in dormitories of Koç University, which are going to be your home henceforth, are designed to support academic lives and social activities of our students.

We are working to ensure a comfortable and pleasant life for KU students. Therefore, we prefer to say ‘welcome to your home’ instead of saying ‘welcome to our dormitories’!

Bed Capacity

As of Fall Semester 2018 – 2019 academic year, dormitories of Koç University have a total bed capacity of 2,871 beds, which consists of 1,622 beds at the Main Campus and 1,249 beds at the West Campus. At Main Campus dormitory buildings, we offer options of single, double, triple, and quadruple rooms; and at West Campus dormitory buildings, single, double, and triple room options are available.

Dormitory Facilities

In our dormitory buildings, there are central heating and 7/24 hot water facilities. At Main Campus dormitory buildings, kitchens and laundry facilities are available. At West Campus dormitory buildings, free laundry facilities and a wide communal kitchen are offered to our students.

Individual beds with mattress pads for private use, closets, bed stands, desks, armchairs, chairs, bookcases, mini fridges, desk lamps are available in every room. Rooms are provided with 7/24 internet, cable TV, and telephone connection. In each building, there is a communal room with computers and printers. Besides, our students are able to watch cable TV in communal kitchens.

In order to ensure hygiene standards, housekeeping services are provided regularly in rooms, communal recreation areas, toilets, and bathrooms.

Dormitory Management offers 7/24 service with its main staff of 25 people supported by medical, security, and technical staff.

Dormitory Application

Only registered undergraduate Koç University students are entitled to apply for dormitories. Dormitory Management carries out allocation and placement of students that have applied for accommodation at dormitories. Applications should be made through our university’s internet page with the passwords provided by Registrar’s Office, within the deadline announced by Dormitory Management.

All required documents listed below should be submitted within the announced deadline, otherwise your application will not be taken into consideration.
Dormitory Application Procedure

1. During the dormitory application process, we suggest you to carefully read the Dormitory Guidelines and Regulations document at http://dorm.ku.edu.tr/ and complete the application accordingly.

2. Using the password provided by the Registrar’s Office, log in to https://kusis.ku.edu.tr; then select and fill the ‘2018-2019 Academic Year Dorm Application Form’ which can be found under the “STUDENT CENTER > TO DO LIST” tab.

3. After clicking on ‘Save’ button, print the form out and sign it. The printed form should be submitted to Housing Directorate desk during registration between September 03- 07, 2018, along with the documents listed at title 8 and your payment documents.

4. Your application should be made through KUSIS system and it will cover 2018 - 2019 academic year. All of our newcomer students will be provided with dormitory accommodation regardless of their addresses of residence.

Financial Issues

1. During registration between September 3 - 7, 2018, newcomer students that are going to apply for dormitories should pay 2.000 TL ‘dormitory advance payment’ (students that are awarded with full scholarship, including a free dormitory benefit, are exempt from this fee); and a ‘dormitory deposit fee’ of 400 TL (Students that are awarded with full scholarship must also pay this deposit fee. Anatolian scholar students are exempt from this payment).

2. Dormitory assignments will be announced on Sunday, September 10, 2018.

3. Students assigned to their rooms accept their allocations through KUSIS between September 10- 14, 2018 and pay the remaining balance of their room fees of 2018 Fall and 2019 Spring Terms for their assigned rooms, which is equal to 2.000 TL (dormitory advance payment) subtracted from the student’s room fee. Students should present the payment document of the remaining balance while checking in to their rooms. Students who do not present the payment document of the remaining balance will not be entitled to check in to their assigned rooms.

You can find the details of payment in installments system on Title 7 Payment Options. In order to be entitled to check in, the students should complete the procedures for payment in installments and they should take the approval from the related Financial Institutions for payment in installments.

4. Students who want to cancel their room assignments should follow STUDENT CENTER > TO DO LIST tabs on KUSIS between 10 - 12 September 2018 in order to cancel their rooms. Students who cancel their rooms can no longer claim entry to a dorm room. Their dorm room and deposit payments will be paid back. Failing to pay the remaining amount over dormitory advance payment does not mean that the
student cancels his/her dorm assignment. *Dorm room cancellation should necessarily be made through KUSIS system.*

5. After the deadline of 12 September 2018 (Wednesday), students who want to renounce their allocated rooms for non-academic reasons cannot get their 2018 Fall and 2019 Spring payments back, (if the remaining balance is not paid within the specified dates, the relevant amount is invoiced to the student); refunds for deposits will be paid according to ‘Dormitory Guidelines and Regulations’.

6. Students who check out from their dorm rooms for academic reasons will get their reimbursement for 2019 Spring Term, within the two weeks following course add-drop deadline. In order to get reimbursement, students who will check out from their dorm rooms for academic reasons should complete the checkout procedures until the deadline that will be declared with announcements at the end of 2018 Fall Term.

7. Payment Options:

There are two payment plans; cash in advance and in installments: Payments in installments can be made through Yapı Kredi Bank and Koçfinans.

7.1 ‘Cash In Advance’ Payment.

You can make the dormitory room and deposit payments by using the available payment options of below stated contracted banks, with the student’s TC National Identity number and student ID number.

<table>
<thead>
<tr>
<th>Contracted Banks</th>
<th>Internet</th>
<th>Cashier</th>
<th>ATM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1- Yapı ve Kredi</td>
<td>✔</td>
<td>✔</td>
<td>X</td>
</tr>
<tr>
<td>2- Garanti</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>3- İş Bankası</td>
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<tr>
<td>4- Akbank</td>
<td>✔</td>
<td>✔</td>
<td>X</td>
</tr>
<tr>
<td>5- TEB</td>
<td>✔</td>
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<td>✔</td>
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</tbody>
</table>

Payment information of students that do not make their payments as stated above will not be accessible and their dorm registration process will not be completed.

7.2 Payment in Installments:

Payment in installments can only made through the below stated financial institutions:

You can apply through rapid application channels of Yapı Kredi Bankası (branches, www.yapikredi.com.tr and SMS) and learn your application result in a few minutes.

For detailed information, please read the document “*Yapı Kredi Bank Education System in Installments*” Taksıti Eğitim Sistemi” in our [http://dorm.ku.edu.tr/tr/announcements](http://dorm.ku.edu.tr/tr/announcements) webpage.
Koçfinans carries all credit transactions through phone, specifically for Koç University. For application and credit usage, you can just call Customer Services Desk (216 556 03 03) or send your contact details to kukredi@kocfinans.com.tr. Credit officials will contact you and all of the procedures will be undertaken rapidly through phone, you will not have to go to a bank branch personally.

7.2.1. Crucial Points Regarding Payment in Installments:

- The amount needed to cover the installments should be held in the bank account specified by the related financial institutions at the date of payment. The amounts that are not held in the bank account specified by the related financial institutions may be subject to daily interest.
- Parents that prefer payment in installments should only choose one of Yapı Kredi Bank or Koçfinans in order to handle the relevant procedures. Agreement with both of these institutions will lead to multiple payment.
- As the internal evaluation processes of these institutions will take time and as the installment plan should be completed until dorm room payment deadline 10-14 September 2018, you should apply to only one of Yapı Kredi or Koçfinans until 11 September 2018.

For dorm room check in, the installment procedures should be completed and the relevant approvals should be taken from the related financial institutions.

Yapı Kredi Bankası:

Fahriye Memiş 212 338 30 03 fahriye.ozar@yapikredi.com.tr
Burcu Kasap 212 338 30 02 burcu.kasap@yapikredi.com.tr
Gizem Aydınlı 212 338 30 14 gizem.aydinli@yapikredi.com.tr
Evrim Aygül 212 338 30 04 evrim.aygul@yapikredi.com.tr
Gamze Çelik 212 338 30 01 gamze.celik@yapikredi.com.tr

Koçfinans Customer Services Desk Contact Numbers:

For application and credit usage, you may call Customer Services Desk 216 556 03 03 or you can send your contact information to kukredi@kocfinans.com.tr
8. Documents to be submitted to Housing Directorate desk during registration.

1. Print-out of KUSIS dormitory application form.
2. Copy of Identity Card.
3. Health report by the Family Doctor stating that the health status of the student is appropriate for accommodation in the dormitory.
4. Criminal record and archive record document
5. Copy of 2.000 TL dormitory advance payment receipt
6. Copy of 400 TL deposit payment receipt

Procedures to be followed at Housing Directorate during check-in

9.1. Student check-in’s to dormitories will start as of 12 September 2018; which is the beginning of the orientation program.

9.2. Students should complete the check in procedures between September 12 - 17, September 2018 and receive their room cards by submitting the signed Dormitory Contract printed out from KUSIS, Dormitory Commitment Letter and payment receipt or message to the Housing Directorate office.

9.3. If you identify any kind of damage in the room that you have checked in, you should report it to Dormitory Management in the same day that you have checked in. Otherwise, Dormitory Management can not be held responsible for damages that are not reported during check-in.

We wish you success and happiness in your academic and dormitory life.

Housing Directorate

For more information, you can visit our website at [http://dorm.ku.edu.tr/](http://dorm.ku.edu.tr), you can send an e-mail to [housing@ku.edu.tr](mailto:housing@ku.edu.tr), or you can call Rumeli Feneri Main Campus 0212 338 33 77 and West Campus 0212 338 70 21