Dormitory Management

Sixty percent 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 2017 - 2018 academic year, dormitories of Koç University have a total bed capacity of 2,877 beds, which consists of 1,628 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 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 able 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 academic information system with the passwords provided by Registrar's Office, within the deadlines 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 ‘2017-2018 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 Dormitory Management desk during registration between August 14 - 18, 2017, 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 2017 - 2018 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 August 14 - 18, 2017, 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 Monday, 21 August , 2017.

3. Students assigned to their rooms accept their allocations through KUSIS between August 21-25, 2017 and pay the remaining balance of their room fees of 2017 Fall and 2018 Spring Terms for their assigned rooms, which is equal to 2,000 TL (dormitory advance payment) subtracted from the student’s room fee. (You can see the details below at title 7; Payment Options)

4. Students who want to cancel their room assignments should follow STUDENT CENTER > TO DO LIST tabs on KUSIS between 21 - 25 August 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 25 August 2017 (Friday), students who want to renounce their allocated rooms for non-academic reasons cannot get their 2017 Fall and 2018 Spring payments back even if the remaining amount over dormitory advance payment is not paid between the specified dates. Students are obliged to pay their dormitory room fees in full for Fall & Spring Semesters. For those students who renounce their rooms after the deadline, refunds for deposits will be paid according to ‘Dormitory Guidelines and Regulations’.

6. Students, who apply for dormitory accommodation but are not allocated to a dorm room, receive refunds for dormitory advance payment and dormitory deposit.
1. **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.

1.1. **‘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>Yapı ve Kredi</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
</tr>
<tr>
<td>Garanti</td>
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<td>✓</td>
<td>✓</td>
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<tr>
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<tr>
<td>Akbank</td>
<td>✓</td>
<td>✓</td>
<td>X</td>
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<tr>
<td>TEB</td>
<td>✓</td>
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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.

**1.2. Payment in Installments:**

**Financial Institutions that offer payment in installments:**

1. 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” Taksitli Eğitim Sistemi” in our http://dorm.ku.edu.tr/tr/announcements webpage.

2. 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 cancellation term 21-25 August 2017, you should apply to only one of Yapı Kredi or Koçfinans until 22 August 2017 deadline.

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 Özer 212 338 30 03 fahriye.ozer@yapikredi.com.tr
Didem Dimici 212 338 30 02 didem.dimici@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 Dormitories Management 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
Procedures to be followed at Dormitory Management during check-in

1. Student check-in to dormitories will start as of 13 September 2017; which is the beginning of the orientation program.

2. Students should complete the check in procedures between September 13 - 18, 2017 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 Dormitory Management office.

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.

Dormitory Management

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