



## Andrew College Student Check In Day Check List

1. **Health forms.** In order to get ID cards, these forms must be turned in by check in day. Forms must be completed in English and be legible.
2. **Health insurance.** It is strongly recommended that students have medical insurance either through their parents' policy or individually. Many physicians and hospitals now require either evidence of insurance or pre-payment as a condition for treatment. Emergency room visits are extremely expensive, and hospitals will hold students responsible for payment for medical treatment received in the emergency room. If you have insurance, copies of the front and back of insurance card must be submitted by check in day.
3. **Dates the campus is closed.** Students must be notified of dates that campus is closed in advance of check in day, and be notified of travel/transportation policies. On check in day, students will be asked to sign a form indicating: they understand when the campus will be closed, and they understand the student travel policy.
4. **Room essentials.** Students will need linens, comforters, towels, etc. on check in day.
5. **Housing Deposits.** All students are required to pay a housing deposit. Student Life needs these deposits to ensure rooms are not damaged and to have funds to repair rooms in the event of damage to the room.
6. **Pick up dates.** Andrew College Police Department and Student Life must be notified in writing a minimum of 72 hours prior to the time/date that a student needs to be transported to the College for check in day.