



Name of Policy: Required Forms (Immunizations, Meningococcal Waiver, Medical History, FERPA, Disclosures, Student Handbook Acknowledgement)
Source: Student Affairs
Date Revised: June 2016, reviewed June 2018
Form to Complete: Immunization records, Meningococcal Waiver, TB Screening Questionnaire, Medical History, FERPA, Disclosures, and Student Handbook Acknowledgment, see Assistant Director of Student Support

Policy:

All new degree seeking students must submit all required KCAI forms as instructed, including documentation of immunizations, meningococcal waiver or proof of vaccination (if a Living Center resident), tuberculosis (TB) screening questionnaire (with applicable follow up for those identified as high risk), medical history, Family Educational Rights and Privacy Act (FERPA), disclosures, and the student handbook acknowledgment. If all required forms are not received by the first day of the first semester in which the student attends, the student may be charged a \$100.00 fine and a hold may be placed on their student account until all required forms have been submitted and the \$100.00 fine has been paid in full. A hold on a student account will prohibit the student from registering for the next academic semester. Students receiving a fine and hold placed on their student account will be notified by a member of the Student Affairs staff via email.

Procedure:

Students will be notified via email with instructions on how to complete each required form.