Name of Policy: Required Forms (Immunizations, Meningococcal Waiver, Medical History, FERPA, Disclosures, Student Handbook Acknowledgement)

Source: Student Affairs

Date Revised: July 2015

Form to Complete: Immunization, Meningococcal Waiver, Medical History, FERPA, Disclosures, and Student Handbook Acknowledgment, see Dean of Student Affairs to initiate

**Policy:**

All new students must submit all required KCAI forms as instructed, including documentation of immunizations, meningococcal waiver (if a Living Center resident), medical history, Family Educational Rights and Privacy Act (FERPA), disclosures, and the student handbook acknowledgment. If all required forms are not received 10 calendar days prior to the first day of the semester, the student forfeits registration and will be dropped from classes. A member of the Student Affairs staff will notify the student of their pending drop and seek remediation with the student. Once all required forms have been received, the student may re-register for classes. However, when re-registering, KCAI cannot guarantee that spaces in classes are available as class availability may be limited at that time.

**Procedure:**

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