

### ***Lost or Missing Key Procedure***

#### First Occurrence of Lost Keys for a student room:

Students who misplace or lose their keys are expected to report in person to the Residence Life Office during business hours to receive a new key. Upon receipt of a new key, a charge of \$25.00 will be added to the respective student account. Should a lost key be found, students are encouraged to bring the key to Residence Life, and the student account will be credited.

#### Subsequent Occurrence of Lost Keys for a student room:

If keys are lost to the same room/suite more than once within the same academic year, a mandatory lock change will be required for safety purposes (this includes two different roommates losing their keys to the same room). If this occurs it must be reported to the Residence Life Office, and a request for a lock change and new keys will be submitted. Students who are responsible for losing the key(s) will be assessed a fee for the lock change of \$25.00 and an additional \$25.00 per lost key. Your keys will be available to you at the Residence Life Office within 24 hours. Please know that should you later find your lost keys, your account will not be credited, as the lock change will have already taken place.

#### Failure to return keys upon leaving the residence halls:

Failure to return your key(s) to Residence Life at the end of the year or when your residency is terminated will result in a fine of \$25.00 for each key and an additional fee of \$25.00 for an automatic lock change. Please know that should you later find your lost keys, your account will not be credited, as the lock change will have already taken place.