

Review History: Last reviewed by the Policy Review Committee 04/28/10.

ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy on Abandoned Personal Property

Preamble

Elizabeth City State University has official residence hall checkout procedures, which require students to remove all personal property from assigned rooms when vacating the premises. This policy governs how abandoned personal property left in residence hall rooms after official checkout will be handled.

1. Disposition of Abandoned Personal Property

- a. The Office of Housing and Residence Life, at the end of five business days following an official residence hall closing, will dispose of the abandoned personal property left in the residence hall rooms.
- b. Students, who abandon personal property in residence hall rooms and do not reclaim the item(s) within five business days from the official residence hall closing date, shall be charged a non-refundable fee of \$25.00. Roommates will equally share the fee if the specific property owner cannot be identified. This fee will be assessed to cover the costs of removing the item(s), storage and disposition.
- c. The Office of Housing and Residence Life reserves the right to move abandoned personal property item(s) prior to the end of the five business days in order to comply with immediate housing obligations.
- d. The assigned occupant retains ownership of the abandoned property until the end of the five business days and the university does not assume responsibility for loss or damages, which may occur during this time period.

2. Reclaiming Personal Property from the Residence Halls

- a. Students who abandon property in residence hall rooms, may reclaim the property within five business days from the official residence hall closing date by contacting the Director of Housing and Residence Life to make arrangements to retrieve the item(s).