

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

ELIZABETH CITY STATE UNIVERSITY
Residence Life Policy - Lockout Fee

Preamble

The Department of Housing and Residence Life has developed the Residence Hall Lockout Fee to address the problems caused by students who continually seek assistance in gaining entrance into the residence halls. Enacting a Residence Hall Lockout Fee helps to teach students to be more responsible for their actions, while still providing security and assistance for accidental room or building lockouts.

1. Procedure

- a. Students will not be assessed a lockout fee for the first 2 incidents requiring lockout assistance to their room or residence hall. Any incident requiring access to the front door of any residence hall as a result of a loss or misplaced ID card will be referred to disciplinary action as a violation of University policy.
- b. On the 3rd incident and all subsequent incidents, students will be assessed \$5.00 per incident. The student will also be required to meet with the Resident Administrator of his/her living area to discuss the repeated incidents, in which a disciplinary sanction may be warranted.
- c. The residence life staff will record each lockout request, and the names of students who are assessed a fee will be forwarded to Student Accounts for billing purposes.
- d. Students must clear all fees prior to vacating the residence halls at the completion of any semester. A hold will be placed on the student's records if the student's accounts are not cleared by the end of each semester.
- e. Records of lockouts will be removed at the conclusion of the academic year.