



Kutztown University Policy STU-023

Residence Hall Student Damage Billing

A. Purpose

The purpose of this policy is to establish guidelines for when a student is found responsible for damages in a student room or in a common area of the building, and the individual is charged for those damage(s).

B. Scope

The policy applies to all Kutztown University students and their guests.

C. Definition(s)

D. Policy & Procedure(s)

Kutztown University students are responsible for any damages to university property.

Residents are also responsible for any damages caused by their visitors or guests who are not Kutztown University students.

When a student is found responsible for damages, the Area/Residence Coordinator responsible for that Residence Hall will charge the amount via the computer to the Bursar's Office.

The Bursar's Office will send out one billing during the semester (mid-term billing). That office will also send out a bill at the end of the semester when final damages have been entered in the computer (end of year or end of semester check-out of student room).

If a student must be billed after these two times, the Bursar's Office must be notified.

E. Effective Date

1994

F. Last Review

1994
August, 2007

Policy 1990-622

August, 2010

September, 2011

August, 2012

August, 2013