

STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM

To process a claim for student property damage/loss, the procedures noted below must be completed by a Residence Life Senior Staff member *and* the student filing the claim. The claim form is completed by the reporting staff member and signed by the reporting staff member and student. Please forward the original claim form to the Office of Risk Management **within 24 hours** of the incident. **A separate claim form must be submitted for each student.**

**PLEASE READ THE PROCEDURES BELOW CAREFULLY
PROVIDE INFORMATION REQUESTED ON THE REVERSE SIDE OF THIS FORM**

PROCEDURES

1. As soon as a student property damage or loss occurs, a Residence Life Senior Staff member should call the Office of Risk Management, x3020, with the information requested on the reverse side of this form.

NOTE: This is especially important in cases where damage/loss is catastrophic (flooding, fire, etc.). Risk Management will make arrangements with the student and/or a Residence Life Senior Staff member to view the scene of the damage/loss and to inspect the damaged property, if necessary.

2. Ensure that students keep the damaged property until it has been inspected by Risk Management. Damaged clothing should not be washed or repaired until approval is given by a representative of Risk Management. If there is a need to dispose of perishable items or make arrangements for temporary storage of damaged property, please notify Risk Management at the time the claim is first reported.
3. The reporting Residence Life Senior Staff member should fill in the information requested on the reverse side of this form. The form must then be signed by the reporting staff member and the student, then forwarded along with any other relevant materials or information to Risk Management **within 24 hours** of the loss. Each person signing this form should retain a copy for his/her files.

IMPORTANT

If after a review and/or investigation of the claim it is determined by Risk Management or the University's insurance carrier that the claim is to be compensated for by the University, the student will be asked to provide receipts for all items. **If a claim is accepted, the student will need to sign a release and have it certified by a Notary Public. Before a student is reimbursed for the damages, Risk Management will take possession of the property.**

STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM

Student Information (Please type or print clearly)

Name _____ I.D. # _____

Mailing Address _____
Street _____

Room Number _____

Telephone Number _____

Description of Incident - Damage/Loss Information

Date of Incident _____ Time _____ am ____ pm _

Location _____

Description and cause of incident _____

Property Damaged

Estimated Value

Student's Signature _____

Date: _____

Reporting Staff Information

Name: _____

Position: _____

Telephone No.: _____

Date Notified: _____

Reporting Staff's Signature _____ Date _____

REMINDER: This form should be sent to Office of Risk Management, 25 Buick Street, Room 131.
(*Please note: Completing this form does not guarantee reimbursement.)