

Kentucky Christian University (KCU)

Abandoned Property Policy

(Approved by BOT/2-20-26)

I. Purpose

This policy outlines the procedures for handling personal property left behind by a student in a Residential Area or Community Area after the student is no longer licensed to occupy the space. The intent is to ensure clear communication, minimize institutional liability, and responsibly manage abandoned items.

II. Definitions

- **Abandoned Property:** Any item of personal property left in a Residential Area or Community Area at the end of a semester, after the student to whom the space was licensed has officially checked out, withdrawn, been dismissed, or whose Housing Contract has otherwise expired or been terminated.
 - **Residential Area:** A bed space, room, apartment, or suite licensed to a student by KCU Student Services.
 - **Community Area:** Any space within or around a residential building, or other campus facility, accessible to more than one person, including lobbies, hallways, shared lounges, and exterior grounds.
 - **Storage Period:** The minimum period during which KCU will attempt to hold and secure Abandoned Property, as outlined in Section IV.
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III. Residential Area Procedure (Upon Termination of Occupancy)

All students are responsible for removing all personal property from their Residential Area upon official check-out, withdrawal, or contract termination. Failure to remove property will activate the following process:

1. **Identification:** All items remaining in the Residential Area will be identified as **Abandoned Property** immediately upon KCU staff discovering the student is no longer licensed to occupy the space.
2. **Immediate Action (Perishables and Safety):**
 - **Perishable items** (food, open containers, etc.), **hazardous materials**, and **trash** will be **immediately discarded** for health and safety reasons.
 - KCU is not liable for the disposal of such items.
3. **Notice to Student:** KCU Student Services will make a **reasonable effort** to notify the student. A written notice will be sent via:

- The student's official KCU email address.
 - The notice will include a general description of the abandoned property (a categorical inventory, if feasible), the date the property was identified as abandoned, and the deadline for retrieval (the end of the **Storage Period**).
4. **Removal and Storage Fees:** All Abandoned Property that is not immediately discarded will be removed and packed by KCU staff. The student will be assessed a fee for the labor and materials required for removal, packing, and any subsequent storage. These fees will be posted to the student's account.
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IV. Storage and Disposition

- **Storage Period:** KCU will store the removed Abandoned Property for a minimum of **fifteen (15) calendar days** from the date the notice was issued. (the "Storage Period").
 - **Retrieval:** The student or a designated proxy must arrange a time with KCU Student Services to retrieve the property before the Storage Period expires. **A designated proxy must be pre-approved via email by the student** and must present valid photo identification upon arrival. All assessed removal and storage fees must be paid in full before the property is released.
 - **Final Disposition:** If the Abandoned Property is not retrieved by the student or designated proxy by the end of the Storage Period, KCU reserves the right to:
 - **Donate** items of value (clothing, general supplies, etc.) to a local charitable organization, or, to another student or person in need (fridge, microwave, etc.)
 - **Dispose of** items that are broken, soiled, or otherwise unusable.
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V. Community Area Procedure

Items left in Community Areas are generally presumed to be discarded or misplaced. Due to issues related to safety, staffing, and storage, any item left in a Community Area may be **immediately discarded** at any time. KCU is not required to follow the notice and Storage Period procedures for items found in a Community Area.

VI. Limitation of Liability

Kentucky Christian University is not responsible for any loss, theft, damage, or destruction of Abandoned Property, including during the process of inventory, packing, removal, storage, or final disposition. The student releases KCU from any liability related to the handling of Abandoned Property.