

EDINBORO UNIVERSITY OF PENNSYLVANIA

INSURANCE FOR RESIDENT STUDENTS' POSSESSIONS-Policy No. A033

Supersedes Policy No. A033, Dated 6/27/89 and 9/24/92

Recommended for Approval By Dr. Glenda M. Lawhorn, Vice President for Student Affairs

Approved By Foster F. Diebold, President on May 9, 1995

Review Date: As Required

INTENT

It is the intent of this policy to articulate the limits of the University's responsibility for resident student belongings.

POLICY

Edinboro University assumes no responsibility and does not provide insurance or any other financial protection for the property of student residents and their guests, except in cases where the loss of or damage to such property is caused by negligence of the University, its employees or agents.

PROCEDURE

1. Resident students are encouraged to insure their belongings and valuables through an individual or home owners insurance policy.
2. Resident students are encouraged to protect their valuables by:
 - a. locking and securing their room doors at all times;
 - b. taking items of value home during break periods; and
 - c. utilizing the engraving machine available through the University Police to engrave valuables with an identification number or name.
3. All instances of damage or theft involving personal belongings must be reported to the student's residence hall coordinator.

4. The residence hall coordinator will assist the student in reporting the incident to the University Police and the Fire and Safety Specialist if appropriate.
5. In the event that the damage or loss of belongings might be a direct result of negligence on the part of the University or its employees, the Fire and Safety Specialist will complete Form STD, Report of Incident/Accident. It is to present the Commonwealth's (not the claimant's) version of the accident or incident. The Fire and Safety Specialist should advise the claimant, either verbally or in writing, that if he/she wishes to file a claim, he/she should write to:

Bureau of Risk and Insurance Management

Tort Claims - Pre-Litigation Division

Room 502, North Office Building

Harrisburg, PA 17125

giving complete details of the accident or incident and his/her theory of negligence.