Storage Policy

Due to space restrictions, storage facilities are very limited in the dorms. However, the Student Housing Office provides a storage facility for its residents only based on the following guidelines.

During the semester when the resident is living in the residence hall, no storage facilities are provided as the resident is expected to keep all his/her belongings inside his/her room.

During inter-semester breaks and the Summer semester when residents are not using the residence halls, the storage policy applies as follows:
- for graduating students: the belongings will be kept for one week after graduation
- for residents not renewing their housing application for the following semester: the resident must pack and take along all personal belongings. All personal belongings will be discarded on the official check-out date.
- for continuing residents:
  a) During the summer break, the belongings may be kept in storage for a financial charge provided the resident has applied to the student housing facilities for the coming Fall. A $50 nominal fee must be paid in advance to secure storage space for the summer for a maximum of 3 pieces of baggage. All baggage must be claimed within the first week of the semester. Any unclaimed baggage beyond this period will be discarded.
  b) During the inter-semester break between the Fall and the Spring semesters, residents who are staying in the same room may keep their belongings in the same room since they are not required to check out. Residents who have been granted a different room must coordinate with the Student Housing Office to move their belongings.

The belongings will be kept as per the above guidelines provided the check-out process is properly followed:
- the resident must secure check-out tags from the day staff, Resident Assistant (RA) or the building supervisor
- the resident must fill the two parts of the tag correctly and attach one part to the baggage and keep the other part with him/her for reference
- the baggage can only be reclaimed upon the presentation of the reference tag kept with the resident
- only three pieces of baggage (including boxes, bags, microwaves, and fridges) per resident will be allowed in the storage area
- all items must be securely packed and fridges must be disconnected at least 2 days prior to moving them to storage

Beyond these periods and the above stated guidelines, the Student Housing Office has the right to dispose of all belongings remaining in the building after the resident checks out. The Student Housing Office does not hold any responsibility for any damage incurred on the property of the residents while in storage.