

The King's College

Lost Key Fees

DATE REQUESTED:

Requester

Name: _____

Room Number: _____

Keys Lost: Check all that apply

Door Key

Mail Key

Back Door Pass (Herald Towers Only)

Amount: \$10 per key/pass

\$ _____

Check Number (If Applicable): _____

Approvals:

Requestor: _____

Residence Life Staff: _____

Accounting: _____

Directions:

- Key replacement requests must be submitted to the Bursar (Fanny Perez) on the 15th Floor along with a \$10 payment for each requested key.
- The Bursar will enter the charge into CAMS, will take the payment, and will give the student a receipt.
- The student will bring the receipt to the Residence Life office.
- Residence Life will have a key replacement made and will contact the student when the replacement is ready for pick-up.