

# SOUTHEASTERN UNIVERSITY

## **GENERAL ADMINISTRATIVE POLICY**

Page 1 of 2

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**TITLE:** Personal Property Loss or Damage

**POLICY NUMBER:**

**EFFECTIVE DATE:** December 2, 2010

**REVISION DATE:** December 3, 2010

**ACCREDITATION STANDARDS:**

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**POLICY:**

Southeastern University assumes no liability for theft, damage, or loss of money, valuables, or other personal effects of any employee, student, or guest caused by fire, water, stream, insufficient heat, power failure or surge, the elements, neglect, theft, or the actions of a third party that occur in University housing, on University property, or off-premises while attending University activities or group functions; unless such loss or damage is a direct result of University negligence.

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**PURPOSE:**

To inform employees and students of the University's provisions for loss or damage to personal property.

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**SCOPE:**

All employees, students, and guests of the University.

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**DEFINITIONS:**

None.

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**FORMS AND APPLICABLE DOCUMENTS:**

Student Handbook.

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**PROCEDURES:**

Employees and students must take reasonable precautions to protect their personal property.

Employees and students are responsible to confirm that their property is covered by their own homeowners' or other insurance.

Employees and student questions regarding a potential claim against the University which represents loss or damage due to University negligence should be directed to the appropriate Resident Director or the Safety & Security Department.

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**GENERAL ADMINISTRATIVE POLICY**

**APPROVAL:**

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**DISTRIBUTION:**

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**AUTHOR:**