

Charge Guidelines for Room Damages

Item	Damage	Fine
Walls, Ceilings & Doors	minimal pin holes or tape marks to drywall	\$75
	ceiling tiles (per tile)	\$50
	all other damages	Assessed
Flooring (tile & carpet)	small (no more than two inches) stain, tear, burn, etc.	\$100
	other damages	Assessed
Windows (per window)	damaged	\$150
	damaged/missing storm	\$100
	torn or missing screen	\$75
Furniture and furniture parts	damaged or missing	Assessed
Mattress	damaged or missing	\$150
Mirror	broken or missing	\$100
Lighting fixtures and switches	switch plates	\$20
	fixtures	\$100
Thermostat	damaged or missing	\$125
Heating/Cooling Units	damaged	Assessed
Smoke Alarm	replacement	\$200
	remounting	\$100
Keys & Locks	damaged or missing lock	Assessed
	room key	\$50
	exterior key	\$75
	combination key	\$100
	ID badge/credential	\$20
Trash	not vacuumed	\$50
	small amounts of trash left behind	\$25
	large amounts of trash left behind	\$50
Failure to Checkout with staff	in addition to other damages, if any	\$50

Students are responsible for the condition of their room, the furnishings in the room and any damage done beyond the regular wear and tear of living in the room, as determined by William Jewell College. Students are also responsible for any damages done to College property as a result of negligent or careless behavior/actions. Furniture may not be removed from rooms. Students are required to clean their room, upon checking out, and return the room to its original condition at time of arrival. Students are required to schedule a check-out appointment with their Resident Assistant (RA) to check-out and review all information on the room inventory form that's issued and completed by residents upon check-in. Charges will be assessed for failure to check out per instructions, unreturn keys and for damages not noted on the room inventory form at the time of arrival. Room inventory and damage assessment is not considered complete until final review by the Resident Director or Student Affairs staff.