



## KEY REPLACEMENT REQUEST FORM

Maintaining safety and security on campus and in the halls is a partnership between the College and the residents. Residents are issued keys and student ID cards for the sole purpose of entry to the residence halls and their individual rooms. The College expects in return that students do not loan their key or student ID to anyone. Such conduct is considered a threat to the safety of others and will be dealt with severely.

By sign this form:

I acknowledge that I lost my room key and that \$50.00 will be charged to my Defiance College Student Account.

I acknowledge that it is my responsibility to inform the Office of Residence Life if there is a need for a lock to be re-cored and new keys issued for a room. I also acknowledge that a re-cored lock will cost \$100.00 which will be charged to my Defiance College Student Account.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Building and Room #

\_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Key or Re-Core Lock