

ASTON PRESTON HALL OF RESIDENCE

PROCEDURES REGARDING VANDALISM/DAMAGE OF HALL

PROPERTY/FACILITY

Students are asked to treat the property of the Hall with respect and care. All damage to hall property should be reported immediately to the Operation Supervisor or Resident Advisor. Students are asked to take responsibility for all damage they cause to hall property.

1. Upon receipt of such report or the discovery of vandalism or damage of equipment of property the Operation Supervisor will make a preliminary assessment of the damage.
2. Within 24 hours, the relevant expert will be called in to do the professional assessment.
3. The Operation Supervisor or his nominee will serve the student a notice with the assessment of the damage and ask that he/she take responsibility for the damage.
4. The student will be directed to either pay for the damage at the Bursary or be billed via student's fees.
5. The Operation Supervisor and student will sign agreement indicating that satisfactory repair or replacement is completed.