

STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM INSTRUCTIONS

REMINDER: Students' personal belongings should be covered by their personal tenants' policy or their parents' homeowner's policy. CMU only covers students' personal belongings if CMU is found to be solely responsible for the loss.

To process a claim for student damage/loss, the procedures noted below must be completed by a Residence Life senior staff member and the student(s) filing the claim. The claim form is completed and signed by the reporting staff member and student. Please forward the original claim form to the Office of Risk Management **within 24 hours** of the incident. If more than one student is involved in a single incident, **a separate claim form must be submitted for each student.**

**PLEASE READ THE PROCEDURES BELOW CAREFULLY PROVIDE
INFORMATION REQUESTED ON THE STUDENT PROPERTY DAMAGE/LOSS
CLAIM FORM**

PROCEDURES

1. As soon as a student property damage or loss occurs, a Residence Life senior staff member should call the Office of Risk Management, 989-774-3741, with the information requested on the student Property Damage/Loss Claim Form.

NOTE: This is especially important in cases where damage/loss is catastrophic (flooding, fire, etc.). Risk Management will make arrangements with the Residence Life senior staff member and student to view the scene of the damage/loss and to inspect the damaged property if the situation warrants such activity. **Damaged property become the property of Risk Management, Environmental Health & Safety and, therefore, is not to be discarded until authorized by the Director of Risk Management Environmental Health & Safety.**

2. Ensure that student keeps the damaged property until it has been inspected by Risk Management. Damaged clothing should not be repaired until approval is given by a representative of Risk Management; however, wet clothes should be allowed to dry and/or washed. If there is a need to dispose of perishable items or make arrangements for temporary storage of damaged property, please notify Risk Management at the time the claim is first reported.
3. The reporting Residence Life senior staff member should fill in the information requested on the Student Property Damage/Loss Claim Form. The form must then be signed by the reporting staff member and forwarded along with any other relevant materials or information to Risk Management **within 24 hours** of the loss. Each person signing this claim should retain a copy for his/her files.

IMPORTANT

If after a review and/or investigation of the claim it is determined by Risk Management or the University's insurance carrier that the claim is to be compensated for by the University, the student will be asked to provide receipts for all items. **It is a student's responsibility to get all pertinent paperwork to Risk Management & Insurance within 60 days of the claim being accepted as a covered claim. If a claim is accepted, the student will need to sign a release and have it signed by a witness. Before a student is reimbursed for their damages, Risk Management will take possession of the damaged property.**



STUDENT PROPERTY DAMAGE/LOSS CLAIM FORM

STUDENT INFORMATION: (Please type or print clearly)

Name: _____

Mailing Address: _____

Room Number: _____ Telephone No.: _____

Description of Incident – Damage/Loss Information:

Date of Incident: _____ Time: _____

Location: _____

Description and Cause of Incident:

Property Damaged/Destroyed: (Briefly Describe Each Item)

Estimated Value:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

(Attach Supplemental Sheets as Needed)

Student's Signature

Date

Reporting Staff Information:

Name: _____

Position: _____

Telephone No.: _____

Date Notified: _____

Reporting Staff's Signature

Date

REMINDER: THIS FORM SHOULD BE SENT TO THE OFFICE OF RISK MANAGEMENT ENVIRONMENTAL HEALTH & SAFETY (WITHIN 24 HOURS OF INCIDENT), 1303 WEST CAMPUS DRIVE OR FAXED TO (989)774- 1303.

PLEASE NOTE: COMPLETING THIS FORM DOES NOT GUARANTEE REIMBURSEMENT.

If you require more information, please contact the Risk Management Office direct at 989-774-3741 or risk@cmich.edu