

Student Locker Policy

1. There are lockers available for students on almost every floor in the building.
2. Keys for the lockers can be collected at the Front Desk. Locker keys will be signed out on a first come first serve basis. The name and student ID of each student receiving a locker key will be noted and students will need to sign that they agree to the Student Locker Policy.
3. These lockers are for temporary use, at maximum for the duration of one semester. All lockers need to be emptied and keys returned to the Front Desk the latest by Friday at noon of the last week of each semester.
4. Webster University does not incur liability for any missing items or damage to your personal belongings.
5. All student should make sure to take care of their locker key. In case you lose your locker key, please contact the Front Desk. A maintenance staff member will open your locker for a fee of **35 EUR**, which covers Webster's cost for replacing the cylinder of the locker.
6. If students fail to clear their locker and return their locker key at the end of the term, the locker will be emptied and students will be charged a fee of **35 EUR** on their student account. Students will be able to pick up their personal belongings during break week and the first two weeks of the next term at the Front Desk. Items that are not picked up after the first two weeks of the semester will be donated: Books will be donated to the library, USB sticks to IT, clothing will be dropped off at a local clothing drop-off location for Kolping Austria. Items that cannot be donated will be disposed.