

# Key Replacement Policy

If a room key is lost at any time during the year, student must fill out the [Lost Key Request Form](#) to change your lock. For the safety of you and your roommates, the key core to your room/apartment door will be changed and replacement keys will be made for every student in your room/apartment.

The cost for replacing the key core and keys during the academic year before May 1 is \$60. The cost for replacing the core and keys on or after May 1 of the current academic year is \$80. Charges are applied to your student account.

## Related Policies and

### Resources:

- [Responsibility for your Residence Hall Space](#)
- [Security and Safety](#)

### Policy Contact:

- Associate Dean for Residence Life
  - Jim Benjamin
  - [j-benjamin@bethel.edu](mailto:j-benjamin@bethel.edu)