

# Western Texas College

## Key Replacement Form

Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Room # \_\_\_\_\_

Please check all that apply:

\_\_\_\_\_ I have lost my room key. (\$50 – Glover Hall, Apartments, and West Hall key charges)

(\$25 – Clinton Hall)

\_\_\_\_\_ I have locked myself out of my room. (\$10 – Clinton Hall, Glover Hall, Apartments, and West Hall)

I understand that the above charges will be applied to my account. Should I find my lost key after a new key has been made, I will return the key and the charges will be reduced to \$10.

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

New key issued by \_\_\_\_\_ Date \_\_\_\_\_