BADER INTERNATIONAL STUDY CENTRE

Confiscation of Possessions Policy

Approved 12 June 2015
The BISC reserves the right to confiscate and/or place in temporary storage, items considered illegal, hazardous or harmful to the community, and those items that are prohibited per BISC policy. Prohibited items are listed in the BISC General Rules and Regulations. If uncertain about a particular item in their possession, students are encouraged to bring such item(s) to the Student and Enrolment Services Manager immediately to avoid disciplinary action.

Members of the BISC (including staff, faculty, and students) suspecting a student to be in possession of a prohibited item should report the matter to a member of Student Services.

A member of Student Services will hold a meeting (formally or informally) with the individual(s) in question.

1. The resident can agree to surrender the item to be placed into temporary storage immediately by a member of Student Services. This incident will be documented.
2. A resident will typically be given a reasonable deadline (up to 24 hours) to remove an item.
3. If the staff member sees the item in the resident's room after the agreed upon timeline it will be documented via an Incident Report; this may be considered a second offence. The item must then be surrendered at that time to be placed into temporary storage by a member of Student Services. The resident can then follow up with the Assistant Student and Enrolment Services Manager to discuss the return of the item.

**Alcohol**

Alcohol will not be placed in temporary storage and residents will be asked to empty any prohibited alcohol into the nearest sink or toilet. Student Services and/or Security staff will be present to confirm that the alcohol is completely and properly disposed of. All containers will then be placed into recycling immediately with care for the safety of staff. Students can surrender their empty containers for staff to recycle.

**Immediate Confiscation**

Where a prohibited item is in plain sight, Student Services reserves the right to immediately confiscate and/or place in temporary storage the item in question if the health and safety of the item could be considered to pose a threat to health and safety. Appropriate follow up will take place.

The possession of prohibited items may lead to disciplinary action being taken as per the BISC General Rules and Regulations. Please note that the possession or suspected possession of illegal items may require the BISC to inform Sussex Police.

Confiscated items will be returned at the end of the semester. The BISC will dispose of any item(s) unclaimed, or for which alternative arrangements have not been made, by or on the day of departure. The BISC is not responsible for compensation of any discarded item.