

Campus Card Replacement Request

TO OBTAIN A REPLACEMENT CAMPUS CARD:

A \$15 Replacement Fee is payable by cash or credit card

- **IF PAYING WITH CASH:** present this signed form to the University Cashier in the Lincoln Building, 16 Wally's Walk, Ground Floor, together with \$15 and obtain a cashiers receipt. Proceed to Student Connect, 18 Wally's Walk, Level 2 MUSE to have a replacement card produced. **Must show an original Photo Identification ***
- **IF PAYING WITH CREDIT CARD:** proceed to Student Connect, 18 Wally's Walk, Level 2 MUSE for payment processing and to have a new card produced. **Must show an original Photo Identification ***

** Accepted forms of Photo identification: Australian Driver's Licence, Passport and Proof of Age photo card.*

** No refunds can be given once a new card has been produced.*

Personal Details

Student ID Number Date _____

Family Name: _____

First Names: _____

Student Signature _____

Reason for Replacement Card:

Lost Date Lost _____ Location Lost _____

Damaged

Faulty Reason _____

Change of Name (formal documentation required)

Staff Use Only:

Staff Member Signature _____

Receipt No. _____ Date _____ Tracker Lodged

TO BE RETAINED BY CASHIER WHERE APPLICABLE:

Student ID Number Code: 8605 – 7501 – 1261 (\$15)

Student Name: _____