



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 C8A together with \$15 and obtain a cashiers receipt. Proceed to Student Connect, Level 2 MUSE C7A 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 ***
- Contact the **Commonwealth Bank of Australia on 13 15 76** to report your lost or stolen card (if you have activated your banking feature).

** 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: _____