Campus Card Replacement Request

TO OBTAIN A REPLACEMENT CAMPUS CARD:

- A $15 Replacement Fee is payable by cash or credit card
  
  o **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** *

  o **IF PAYING WITH CREDIT CARD:** proceed to Student Connect, Level 2 MUSE C7A 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.

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**Personal Details**

OneID: ___________ Date: ______________

Family Name: ____________________________

First Names: ____________________________

Signature: _______________________________

**Reason for Replacement Card:**

☐ Lost Date Lost: __________________________

☐ Damaged

☐ Faulty Reason: __________________________

☐ Change of Name (formal documentation required)

☐ Other: ________________________________

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**Staff Use Only:**

Staff Member Signature: __________________________

Receipt No. ___________________________ Date: __________________________ Tracker Lodged: [ ]

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**TO BE RETAINED BY CASHIER WHERE APPLICABLE:**

One ID: ___________ Code: 8605 – 7501 – 1261 ($15)

Student Name: ___________________________