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 cashier’s 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.

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**Personal Details**

Student ID Number ___________________________ Date ___________________________

Family Name: ____________________________

First Names: ____________________________

Student Signature ____________________________

**Reason for Replacement Card:**

☐ Lost/Stolen

☐ Damaged

☐ Faulty Describe fault: ____________________________

☐ Change of Name (formal documentation required)

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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:**

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

Student Name: ____________________________