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, Level 2 MUSE C7A 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.

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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 ☐

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

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

Student Name: ________________________________