Replacement Student Card Application

PLEASE REFER TO THE BACK OF THIS FORM FOR INSTRUCTIONS AND INFORMATION

Student ID Number

Title (please circle) Mr Ms Miss Mrs Dr Other (specify)

Surname/Family Name ____________________________

Given/Other Names ______________________________________

Contact Phone No. ______________________________________

Course Name ______________________________________ Course Code __________

☐ Replacement of a Lost Student Card ($30 non refundable fee applies)*

☐ Replacement of a damaged card through misuse (e.g. card is cracked or bent) ($30 non refundable fee applies)*

☐ Replacement of faulty card (e.g. front of card has worn off or card cannot be read by Card Readers) (No Charge)

☐ Replacement of Stolen Card – No Police Report ($30 non refundable fee applies)*

☐ Replacement of Stolen Card – Stolen Property Report (Notice to the Victim is attached) (No Charge)

Student Signature ____________________________ Date __________

☐ * I am unable to make payment today. I agree to return to the Student Centre to pay the fee as soon as possible. Until payment is made, I understand I will be unable to access my results online or receive an academic transcript.

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OFFICE USE ONLY

Student Centre Use Only

Evidence Sighted: ____________________________

Receipt Number: ___________ or student to pay later: ___________ & RSC sanction applied: ___________

Replacement Card Processed By: ____________________________

Date: ___________
Replacement Student Card Application

INSTRUCTIONS FOR STUDENT

1. Use this form to apply for a replacement student card where the existing card is:
   - Lost
   - Stolen
   - Damaged
   - Faulty

2. A $30 replacement card fee applies where your card is lost, has been damaged through misuse or where it has been stolen and you do not have a police report as evidence.

3. Once a replacement card has been issued, the previous card becomes obsolete. Your access and library permissions are automatically transferred to the new card. Any printing credit is also transferred to the new card.

4. Please note, if you retrieve your lost or stolen card at a later date, you are not able to claim a refund of the $30 replacement card fee as the old card is obsolete and cannot be reused.

To obtain a replacement card:

1. Complete this form indicating the reason for the replacement card, and sign the form.
2. You must bring some photo identification with you to the Student Centre.
3. If a fee is payable, please pay this when you lodge the form.

INSTRUCTIONS FOR STUDENT CENTRE STAFF

1. Identify the student (e.g. student card, driver’s licence).
2. Check the student has signed the form and has indicated a reason for the card replacement.
3. If card was lost or stolen, change library barcode in ISIS.
4. Accept payment of the replacement card fee where relevant.
   *If the student is unable to make payment, please refer to instructions in the text box below.
5. Note the payment receipt number in the Staff Use section of this form.
6. Check barcode in UniSuite is correct (i.e. has updated to new barcode where relevant)
7. Issue a new student card noting appropriate Print Reason.
8. Ask the student to sign the card immediately.
9. Any printing credit will automatically transfer to the new student card.

*If student is unable to make payment:

1. Ensure student ticks the box agreeing to return to the Student Centre to make payment.
2. Go to ‘Student Sanction’ screen in ISIS and enter a ‘RSC’ sanction effective today with no expiration date.
3. Note that the student is paying later and RSC sanction applied in the Staff Use section of the form.
4. Issue Student Card.
5. When student returns and makes payment, expire the RSC sanction effective day of return.

MORE INFORMATION

You can check the self-help information on the web at http://ask.unimelb.edu.au/