

## APPLICATION FOR STUDENT ID CARD

Use this form to apply for or replace a student identification card. Students should display the cards whenever they are on campus.

### Replacement Identification Procedure

A \$10.00 fee applies to replacement ID cards. Please refer to the following procedures for replacement cards:

1. Go to the Finance Cashiers Office located in building A6.
2. Pay \$10.00 for the replacement identification cards and obtain a receipt.
3. Bring the receipt to the Student Support Services Office located in building A12.
4. Complete and return this application for the identification card.

You will then be issued with a replacement identification card.

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### PERSONAL DETAILS

Student number Date of Birth

Full name  
*(As reflected on our Student Management System upon enrollment)*

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### POSTAL DETAILS

Number & Street State Post Code

*or PO Box*

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### STUDENT SIGNATURE

Student Signature Date

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### FOR REMOTE AREA STUDENTS

In order for ID card applications to be processed correctly, remote students will need to:

- Complete this Application for Student ID Card form  Submit a digital passport-style photo for use on the ID card

Email the completed form and photo to [student.support@batchelor.edu.au](mailto:student.support@batchelor.edu.au) or post it to the address at the top of this form.

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### OFFICE USE ONLY

Student Support Officer signature Date

Photo number Collection date