

# Student ID Card Replacement Form

## Higher Education

<input type="text"/>	<input type="text"/>	<input type="text"/>
FedUni Student ID Number	Program Code	Year Level
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus or Provider and Location	Campus Code	

New students are provided with a complimentary Student ID card upon enrolment. A \$10.00 charge applies for replacement cards, if lost or stolen. If you locate your original Student ID Card at a later date, please destroy it as soon as possible.

**Personal Details:** Title  First Name

Other Names

Family Name

Date of Birth  /  /  Are you an International Student studying in Australia?  yes  no

**Contact Telephone Numbers**

Australian Mobile

Australian Home Telephone (  )

International Home Telephone 0011 + *Country Code* (  )

**Contact eMail**

*(If there are problems with your request)*

<p><b>Replacement Student ID Card</b></p> <p><input type="checkbox"/> Replacement Student ID Card \$ 10.00</p> <p><i>Payment must be processed before Student ID Card can be printed.</i></p>	<p><b>Postage Details:</b> <i>(If applicable)</i></p> <p><input type="checkbox"/> Standard post within Australia \$ 0.00</p> <p><input type="checkbox"/> Australian Express Post \$ 7.00</p>	<p><b>Total Payable</b> <i>inc gst and postage</i> \$ <input type="text"/></p>
<p>Total \$ 10.00</p>	<p>Total Postage \$ <input type="text"/></p>	

**Collection / Postage Details**

I will collect my Student ID Card from Student Administration, Mt Helen Gippsland or

I authorise my Student ID Card to be collected from Student Administration, Mt Helen or Gippsland campus by the person nominated below; or

Name

Please **Post** my Student ID Card to:

Name

Mailing Address

Suburb/Town/City

Country  State  Post Code

Distribution List:  Student Administration

**Credit Card Authorisation for payment of Student ID Card.** *This authorises the Federation University to process the following transaction.*

The following cards are accepted, please tick as appropriate

Mastercard  Visa

Amount to be Paid \$

Card Number

Card Expiry Date  /

Cardholder Name

Cardholder Signature

**ONCE COMPLETED, PLEASE LODGE THE COMPLETED FORM WITH FEDERATION UNIVERSITY AUSTRALIA via**

**mail to:** Attn: Student Administration, Mt Helen  
Federation University Australia  
PO Box 663  
Ballarat VIC 3353 Australia

**or scan and email to:** studentadmin@federation.edu.au

Attn: Student Administration, Gippsland  
Federation University Australia  
PO Box 3191  
Gippsland Mail Centre VIC 3842 Australia

**or scan and email to:** arts.gippsland@federation.edu.au

**Declaration:** I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with Federation University Australia.

I agree to release and indemnify the University and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information.

I authorise the University to replace my Student ID Card effective from the date this form is lodged at Student Administration. I understand that I must provide photo identification at time of collection.

Student  
Signature

Date   /   /

**Student Administration (Office Use)**

ID Card Printed by:

Charge Posted  yes

Date processed in mySC   /   /

Date collected or mailed   /   /

*Original to be sent to Student Fees, Mt Helen Campus.*

**Finance (Office Use)**

Student Fees Name

Amount

\$

Date Paid   /   /

Receipt Number

*Original to be sent to Student Administration, Mt Helen or Gippsland Campus for filing.*