

# Student ID Card Replacement Request form

- New students are provided with a complimentary Student ID card upon enrolment. A \$10.00 charge applies for replacement Student ID Cards, if lost or stolen. If you locate your original Student ID Card at a later date, please destroy it immediately.
- Use **BLOCK LETTERS** and tick  boxes

## 1. Personal Details

FedUni Student ID Number:	<input type="text"/>	FedUni Campus or Partner Provider & Location:	<input type="text"/>	Date of birth:	<input type="text"/>
Surname/Family name:	<input type="text"/>		Given name:	<input type="text"/>	
Email:	<input type="text"/>		Phone number:	<input type="text"/>	

## 2. Obtaining your replacement Student ID Card

You need to nominate if you would like to **collect** your replacement Student ID Card, or have it **posted** to you. Postage may incur an additional cost as detailed below. There is no additional charge to collect from your Student HQ.

**Collection:** Replacement ID Cards will be available for collection from 2.00pm on the next business day after form submission.

I will collect my Student ID Card from the below location:

I authorise my Student ID Card to be collected from the below Student HQ location, by the following nominated person: *(Photo identification required.)*

Student HQ  
Berwick Campus

Student HQ  
Gippsland Campus

Student HQ  
Mt Helen Campus

Student HQ  
SMB Campus

Student HQ  
Wimmera Campus

Partner Provider  
(as detailed above)

**Postage:** Choose postage type

### Postage type

Standard post within Australia

Post within Australia: Express Post

### Additional charge

No charge

\$7.00

**Post my replacement Student ID Card to the following address:**

<input type="text"/>			
Suburb/Town/City	<input type="text"/>	State	<input type="text"/>
		Post Code	<input type="text"/>

## 3. Total cost

A \$10.00 charge applies for replacement Student ID Cards, if lost or stolen.

Replacement Student ID Card:	<input type="text" value="\$10.00"/>	Postage charges (if applicable):	<input type="text" value="\$"/>	<b>Total payable:</b>	<input type="text" value="\$"/>
------------------------------	--------------------------------------	----------------------------------	---------------------------------	-----------------------	---------------------------------

## 4. Credit Card Authorisation: for payment of Replacement Student ID card

This authorises Federation University Australia to process the following transaction. The following cards accepted, please select one:

Mastercard

Visa

**Total amount to be paid (including any postage costs)**

Card Number:

Card Expiry Date:

Cardholder Name:

Cardholder Signature:

**OFFICE USE ONLY**

Student ID:

Payment receipt number:

## 5. Student 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 HQ. I understand that I must provide photo identification at time of collection.

Student signature:

Date:

## Form Submission

Email: info@federation.edu.au

Post: Student HQ, Federation University Australia,  
PO Box 663, Ballarat Vic 3353

In person: Student HQ at your home campus

### OFFICE USE ONLY

Student ID: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date paid: \_\_\_\_\_

Processed by (initial): \_\_\_\_\_

Processed date: \_\_\_\_\_