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| **Replacement CampusCard Application** |

**Submit completed application to local Enrolment and Examinations Office!**

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| Surname, forename: |  |
| Student number: |  |
| Place of study: |  |
| Department: |  |
| Course: |  |
| Phone number: |  |
| Reason for requesting replacement card: (tick as applicable) | **Free:*** Change of name
* Electronic defect with a card that appears undamaged
* Theft with police report
* In particularly justified cases of hardship
 | **Subject to a fee (€15.00):*** Loss
* Theft without police report
* Damage due to improper use
 |
| (See § 6 of the Schedule of Fees and Charges) | (See § 6 of the Schedule of Fees and Charges) |
|  |  |
| □ | For collection (from the Enrolment and Examinations Office) |
|  |  |
| □ | To be posted (to the applicant’s term-time address) |
|  |  |  |
|  |  |  |
| Place, date |  | Applicant’s signature |
|  |  |  |
|  |  |  |
| **For use by the University only:** |
| 1) | Enrolment and Examinations Office |
|  |  |
|  | CampusCard requested | □ |  | by (initials): |  |  |
|  |  |  |  |  |  |  |
|  | Fee: | yes | □ | no | □ |  |
|  |  |
|  |  |
| 2) | University Computer Centre | □ | or | Student Service Centre (SSC) | □ |
|  |  |
|  | Replacement produced on: |  | by (initials): |  |  |
|  |  |  |  |
|  |  |  |  |  |  |
| 3) | Enrolment and Examinations Office |
|  |  |
|  | Print date set: | □ | by (initials): |  |  |
|  |  |  |  |

Updated: August 2016