

- New students are provided with a complimentary Student ID card upon enrolment. A \$15.00 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.
- **Privacy Statement:** The information on this form is collected for the primary purpose of replacing your Student ID card. If you choose not to complete all the questions on this form, it may not be possible for the University to process your request. Personal information may also be disclosed to government bodies and/or departments if the University is required or permitted to do so by law. You have a right to access personal information that the University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or inquire about the handling of your personal information, please contact the University Privacy Officer at [privacyofficer@federation.edu.au](mailto:privacyofficer@federation.edu.au).
- Use **BLOCK LETTERS** and tick  boxes

### Form Submission

**Online:** Log an enquiry, attaching this form, via <https://fred.federation.edu.au/>

**In person:** Student HQ at your home campus.

### Personal Details

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

### 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 location, by the following nominated person: *(Photo identification required.)*

|                |                  |                 |            |                |                     |
|----------------|------------------|-----------------|------------|----------------|---------------------|
| Student HQ     | Student HQ       | Student HQ      | Student HQ | Student HQ     | Partner Provider    |
| Berwick Campus | Gippsland Campus | Mt Helen Campus | SMB Campus | Wimmera Campus | (as detailed above) |

**Postage:** Choose postage type

| Postage type                        | Additional charge |
|-------------------------------------|-------------------|
| Standard post within Australia      | No charge         |
| Post within Australia: Express Post | \$7.00            |

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

  

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

A \$15.00 charge applies for replacement Student ID Cards, if lost or stolen.

|                              |                                      |                                  |                                 |                       |                                 |
|------------------------------|--------------------------------------|----------------------------------|---------------------------------|-----------------------|---------------------------------|
| Replacement Student ID Card: | <input type="text" value="\$15.00"/> | Postage charges (if applicable): | <input type="text" value="\$"/> | <b>Total payable:</b> | <input type="text" value="\$"/> |
|------------------------------|--------------------------------------|----------------------------------|---------------------------------|-----------------------|---------------------------------|

# Student ID Card Replacement Request Form

## 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) |                       | <input type="text"/>                   |
| Card Number:     | <input type="text"/> | <input type="text"/>                                  | <input type="text"/>  | Card Expiry Date: <input type="text"/> |
| Cardholder Name: | <input type="text"/> |   | Cardholder Signature: | <input type="text"/>                   |

## Office Use Only

Student ID:

Payment receipt number:

## Student Declaration

- I have read and understood the guidelines and advice on this form.
- I certify that all information, including any provided supporting documentation and certificates are correct.

Student signature:

Date:

## Office Use Only



### Payment processing

Payment Receipt Number:

Date paid:

Signature:

### ID Card processing

Student ID:

ID Card generated by:

ID Card collected

ID Card posted

Date