



**University of Ballarat**  
 PO Box 663 Ballarat VIC 3353 Australia  
 Telephone: +61 3 5327 9564 Facsimile: +61 3 5327 9704  
 Email: studentadmin@ballarat.edu.au

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

# Student ID Card Replacement Form Higher Education

**New students are provided with a complementary 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   /   /      Gender Male  Female  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 \$ <input type="text" value="10.00"/></p> <p><i>Payment must be processed before Student ID Card can be printed.</i></p>	<p><b>Postage Details: (If applicable)</b></p> <p><input type="checkbox"/> Standard post within Australia \$ <input type="text" value="0.00"/></p> <p><input type="checkbox"/> Australian Express Post \$ <input type="text" value="6.00"/></p>	<p><b>Total Payable</b> <i>inc gst and postage</i> \$ <input type="text"/></p>
<p>Total \$ <input type="text" value="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 campus; **or**

I authorise my Student ID Card **to be collected** from Student Administration, Mt Helen 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 University of Ballarat to process the following transaction.*

The following cards are accepted, please tick as appropriate

**Mastercard**  **Visa**  **Amex**

Amount to be Paid \$

Card Number

Card Expiry Date   /

Cardholder Name

Cardholder Signature

**ONCE COMPLETED, PLEASE LODGE THE COMPLETED FORM WITH THE UNIVERSITY OF BALLARAT via**

**mail to:**

Attn: Student Administration, Mt Helen  
University of Ballarat  
PO Box 663  
Ballarat VIC 3353 Australia

**or fax to:** +61 3 5327 9704

**or scan and email to:** studentadmin@ballarat.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 the University of Ballarat.

I agree to release and indemnify the University of Ballarat 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 of Ballarat to replace my Student ID Card effective from the date this form is lodged at Student Administration, Mt Helen campus. I understand that I must provide photo identification at time of collection.

Student  
Signature

Date

   /    /    

**Student Administration, Mt Helen (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 Campus for filing.