

 Student Support

 Phone:
 1800 677 095

 Phone:
 (08) 8939 7322

 Fax:
 (08) 8939 7327

 Address:
 c/ PO Batchelor NT 0845

 Email:
 student.support@batchelor.edu.au

## **APPLICATION FOR STUDENT ID CARD**

Use this form to apply for or replace a student identification card. Students should display the cards whenever they are on

campus.

## Replacement Identification Procedure

A \$10.00 fee applies to replacement ID cards. Please refer to the following procedures for replacement cards:

- 1. Go to the Finance Cashiers Office located in building A6.
- 2. Pay \$10.00 for the replacement identification cards and obtain a receipt.
- 3. Bring the receipt to the Student Support Services Office located in building Al2.
- 4. Complete and return this application for the identification card.

You will then be issued with a replacement identification card.

PERSONAL DETAILS			
Student number	Date of Birth		
Full name (As reflected on our Student Management System upon enrollment)			
POSTALDETAILS			
Number & Street	State	Post Code	
or PO Box			
STUDENT SIGNATURE			
Student Signature		Date	
FOR REMOTE AREA STUDENTS			
In order for ID card applications to be processed correctly, remote students	will need to:		
Complete this Application for Student ID Card form	Submit a digital passp	ort-style photo for use on the ID card	
Email the completed form and photo to student.support@batchelor.edu.au or post it to the address at the top of this form.			
OFFICE USE ONLY			

Student Support Officer signature	Date	
Photo number	Collection date	

This information will be stored and used at Batchelor Institute in accordance with the Northern Territory Information Act.

If you have any queries regarding storage and collection of your information, please contact the Institute at enquiries@batchelor.edu.au or phone (08) 8939 7111.

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