Form REG-11

TUNG WAH COLLEGE
Registry
Application for Replacement of Student Identity Card

Ref. No.:
RID-_____-_____

Please read the notes below before completing this form:
1. Please complete Section A and B of this form to apply for a replacement card if:
   a) your Student Identity Card is lost; b) your Student Identity Card is damaged; c) your name has been changed; or
   d) your Student Identity Card will expire in less than one month / has expired but you have not completed your study.
2. A fee of HK$100 will be charged for a replacement card. Fees paid are NOT refundable.
3. The completed application form should be submitted to the Registry (20/F, Tower A, Mongkok Campus).
4. Application will be processed upon receipt of application form and payment, which takes **3** working days. You will be informed via the College email when the replacement card is ready for collection.

Section A: Student Particulars

Name*(Mr/Miss/Ms*)*: _____ (_____) Student No.: _____
English Name in BLOCK letters *Chinese Name*

Programme of Study: _____ (Major: _____) Phone No.: _____

Delete as appropriate

Section B: Reason for Replacement

I hereby declare that:

☐ my Student Identity Card has been lost. I undertake to return the original card, if subsequently found, to the Registry immediately for cancellation.

☐ my Student Identity Card is damaged. The original card is returned herewith for cancellation.

☐ my name has been changed as indicated in REG-09. The original card is returned herewith for cancellation.

☐ my Student Identity Card will expire in less than one month / has expired and I have not yet completed my study. The original card is returned herewith for cancellation.

Signature of Student: _____ Date: _____

To be completed upon collection of Replacement Student Identity Card

I acknowledge receipt of the replacement Student Identity Card.

Signature of Student: _____ Date: _____

For FO/REG use only (Form REG-11)

Paid by Cash / Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: $_____

FO Receipt No.: _____ Handled/Recorded by _____ on _____

For REG use only (Form REG-11)

1. Receive application form and check HKID/Student ID card by _____ on _____
2. (For change of name/damaged/expired card) Check original card has been returned by _____ on _____
3. (For change of name only) Check Form REG-09 has been submitted by _____ on _____
4. Determine expiry date for new card by _____ on _____

During normative period	**New expiry date: (____/_____)**
Beyond normative period but within maximum period	Application between 1 Jan and 31 May → Sept of the same calendar year Application between 1 Jun and 31 Dec → Jan of the next calendar year The end of max. period = 20___/20 ___ Semester _____ **New expiry date: (____/_____)** - Checked by _____

5. Print replacement card by _____ on _____ Barcode: _____
6. Record UID of replacement card in Access file by _____ on _____
7. Notify student to collect the replacement card via e-mail by _____ on _____