

**APPLICATION FOR REPLACEMENT OF STUDENT CARD**

This form may take you 2 minutes to fill in. The data provided to Singapore Polytechnic will be kept strictly confidential and be used for the purpose of application for replacement of student card.

INSTRUCTIONS

1. Proceed to make payment of \$10.70 which includes the GST at the Student Service Centre (SSC) (NETS payment only) or Finance Office counter (cash, cheque or NETS payment) and to submit the form.
2. You may proceed to the Student Service Centre to collect the student card after 2 working days.

Name of Student: _____

Admission No: _____ NRIC No: _____

Course / Year: _____ eg: DEEE 1FT, EDEEE 2EO

Tel No: _____ Handphone No: _____

- (a) I hereby apply for a replacement of my student card due to loss/damage/expiry/change of course*.
- (b) I have paid for the replacement fee of \$10.70 which includes the GST.
- (c) I declare that all particulars I have given are true and accurate to the best of my knowledge and I have not suppressed any material fact.

Signature of student_____
Date

*Delete whichever is inapplicable or fill in the blank.

NOTE:

1. IT IS YOUR RESPONSIBILITY TO INFORM THE LIBRARY OF YOUR LOSS / CHANGE OF CARD, OTHERWISE YOU WILL BE RESPONSIBLE FOR ANY LOSS OR DAMAGE TO MATERIALS CHECKED OUT AGAINST THE OLD CARD.
2. FOR CHEQUE PAYMENT, PLEASE MAKE THE CHEQUE PAYABLE TO '**SINGAPORE POLYTECHNIC**'.