

LA TROBE UNIVERSITY COMMUNITY CHILDREN'S CENTRE ACCESS CARD REQUEST FORM

To ensure that only authorised individuals can gain entry to the Children's Centre, an electronic access system to the building has been installed. The access system is activated by your La Trobe University Staff or Student Card.

If you are neither a student nor staff member of La Trobe University or you require one "Other" access card for another family member to bring in or collect your child, please fill in the "Other" section of the form. The University charges **\$33.00*** for the use of this card. If you already have access to the Centre you do not need to fill in this form again.

YOU CANNOT GAIN ACCESS TO THE CENTRE WITHOUT A CARD.

"Other" Cards **must be returned** when no longer required in order to receive a refund which is processed through the University via a payment request form.

If your card is **lost** please notify the Centre immediately so that the card can be deactivated. This is imperative for the security of the Centre.

Please fill in the form below so that arrangements can be made to put your card on the system.

Child's name:		Playroom
Staff Card		
Name		
Access No.	(on back of the card or above the photo)	
Duration Dates	Start Date:	End Date:
Day Contact No		
Student Card		
Name		
Access No.		
Duration Dates	Start	End
Day Contact No		
Other		
Name		
Paid	\$33.00* rec#	Card #
Duration Dates	Start	End
Day Contact No		
Applicants Signature:		Date:
Authorised by Manager:		Date:

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Revised 5/9/03 Revised 22/12/03, Revised 6/12/05, Revised 9.2.06, 14.3.06, 16.8.06, 9.2.07, 1.11.07, 21.1.10, 17.01.2011: updated 15/12/2011; 14/12/12; 31/3/2013, 10/1/2014, 21/10/2015, 16/12/2015, 18/3/2016

* Cost of card is subject to change as per La Trobe University's fee schedules

Office Use:

Entered:

Smart Fees: