

ST STEPHEN'S COLLEGE

Replacement of Staff / Student ID Card

I am hereby reporting the loss of my Staff / Student ID Card.

Name: _____ (English) _____ (Chinese)

☐ Teacher / Staff / Resident member of Staff

☐ Student: Student number: _____ Class: _____ Gender: M / F

I wish to apply for replacement of:

(For teacher & staff)

☐ Staff Card / Resident Card (Administration fee: **\$50**).

(For student)

☐ Student ID Card with Day Student's accessibilities (Administration fee: **\$50**).

Note: Mandatory Boarder is regard as Day Student.

☐ Student ID Card with Regular Boarder's accessibilities (Administration fee: **\$130**).

I understand that all data and functions of the lost card will be disabled.

Signature of staff / student: _____

Date: _____

FOR OFFICE USE ONLY	
Form received by:	Date:
Processed by (office):	Date:
☐ AMDP ☐ Portal ☐ E-mail ☐ Door system	Card no.:
Processed by (boarding):	Date:
Payment: ☐ \$50 (Staff / Resident member) ☐ \$50 (Day Student) ☐ \$130 (Boarder)	

Version 202509

Collection of Card

The replacement of Staff / Student ID Card is collected on _____.

Signature of staff / student: _____