

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: **\$20**).

(For student)

Student ID Card with Day Student's accessibilities (Administration fee: **\$10**).
Note: Mandatory Boarder is regard as Day Student.

Student ID Card with Regular Boarder's accessibilities (Administration fee: **\$100**).

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 <input type="checkbox"/> Portal <input type="checkbox"/> e-mail <input type="checkbox"/> Door system <input type="checkbox"/>	Card No:
Processed by (boarding):	Date:
Payment: <input type="checkbox"/> \$20 (Staff / Resident member) <input type="checkbox"/> \$10 (Day Student) <input type="checkbox"/> \$100 (Boarder)	

Version 202205

Collection of Card

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

Signature of staff / student: _____