



International College of Advanced Education

International Student Policy and Procedure Document

CRICOS Provider: 02864B

Replacement Student ID Card Request Form

Instructions:

1. This form is for any student enrolled in a CRICOS registered course at ICAE who wants a replacement Student ID Card.
2. If you are have lost or broken your ID card, a A\$10 Student ID Card replacement fee is payable before your new Student ID card will be ordered.
3. If you are requesting a replacement for a worn out ID card, please bring your current student ID card in to ICAE's front office when you hand in your form.

Student Name: _____ **Date of Birth:** _____

Please write your name as you want it to appear on your ID card.

Course Start Date: _____ **Student ID #:** _____

Phone Number: _____ **Email:** _____

Why do you need a replacement card?

I hereby confirm that the information provided on this form is complete and correct.

Student Signature: _____ **Date:** _____

Office use only:

Date ID Card Request sent to printer: _____ Staff Name: _____

\$10 Replacement Fee Paid: YES NO | Date: _____ Staff Name: _____

Comments: _____
