Canberra Institute of Technology

REQUEST FOR ACCESS TO FACILITIES
(STUDENT USE ONLY)

Given Name: _____

Family Name: _____

Signature: _____   Date: _____

Student CIT Card Number: CIT [ ] [ ] [ ] [ ] [ ] [ ]

College: _____

After Hours Access Required: (tick appropriate box)   Yes [ ]   No [ ]

Campus: _____

Internal access required to room/s:
(state room number/s) _____

COLLEGE/DIVISION STAFF USE ONLY

Authorising Officer
(Director/Head of Department)

Name: _____   Signature: _____   Date: _____

After Hours Access authorised
(Director/Head of Department)

Name: _____   Signature: _____   Date: _____

FACILITIES STAFF USE ONLY

Card Number: _____

Date Validated: _____

Campus Facilities Staff Signature: _____   Date: _____

Note: Access is valid for one semester only; student needs to have his/her card revalidated at the beginning of each semester upon proof of re-enrolment.

Step 1   Students take this form to your Head of Department for signature and they will decide what access level you are eligible for.

Step 2   Bring your Student CITCard to one of the Campus Estate Offices below between the following hours:

Campus Estate Office Hours

Reid	Monday–Friday	8am–12:30pm & 1:30pm–10pm
Bruce	Monday–Friday	8am–12:30pm & 1:30pm–10pm
Fyshwick	Monday–Friday	8am–12:30pm & 1:30pm–10pm

CITCard will be scanned by the Campus Estate Staff and your details will be taken.

Please note your card may not be programmed immediately.

It will be programmed sometime before the close of business the same day.

Bruce Estate Office	A015	6207 4000
Fyshwick Estate Office	E016	6205 3148
Reid Estate Office	G032	6207 3540

All personal information provided will be handled confidentially in accordance with the *Information Privacy Act 2014*.

Details provided may be checked with or supplied to other authorised agencies eg. Centrelink and NCVER where necessary or required by law.