

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 their 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

Bruce	Monday–Friday	8am–12:30pm & 1:30pm–4pm
Fyshwick	Monday–Friday	8am–12:30pm & 1:30pm–4pm

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

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.