



## Contacts

In the case of a lost or stolen card, immediately call: Student Services 1300 659 298 to cancel access to the Library and cancel borrowing.

## Student Services

For General Enquiries 1300 659 298  
To get a new or replacement student card, please visit: [www.ibibs.edu.au](http://www.ibibs.edu.au)

## Photocopying & Printing

For information about using your student card to access print and photocopy services within the school, please visit: [www.ibibs.edu.au](http://www.ibibs.edu.au)  
Or contact the Student Services 1300 659 298

## Student card issue points & payment methods

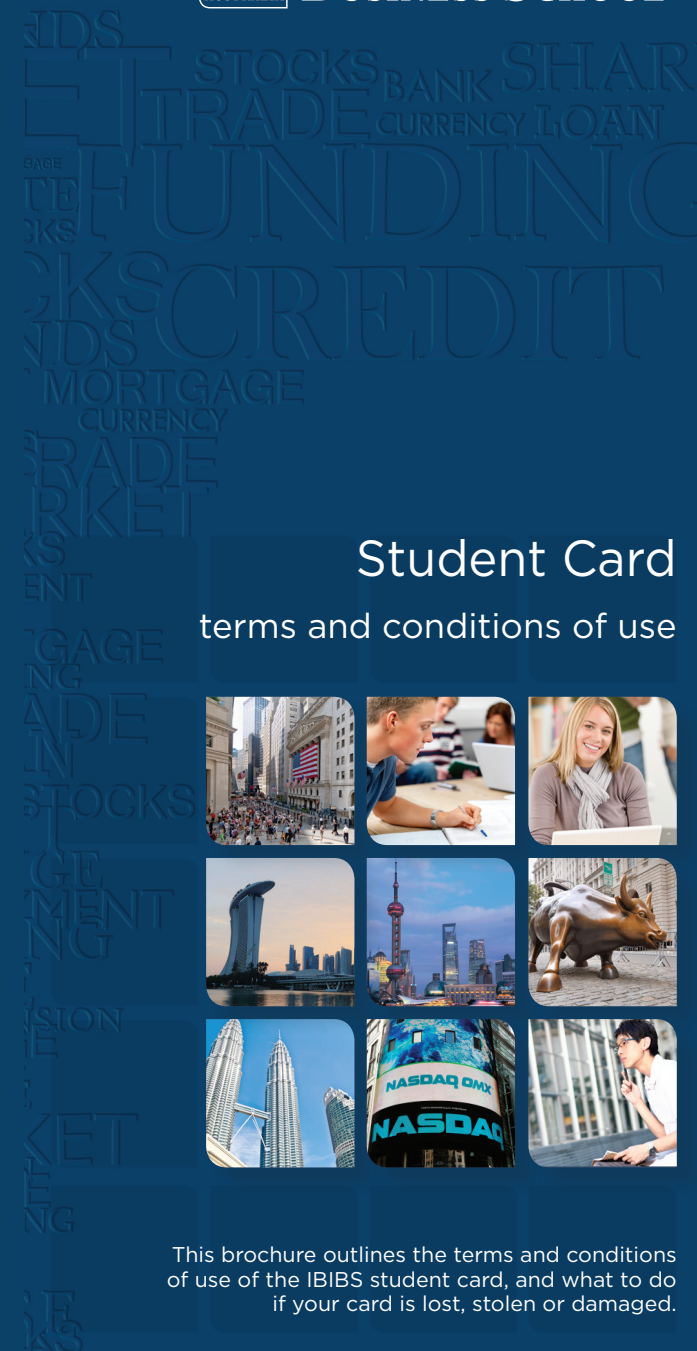
EFTPOS or Credit card (no cash).

For the location of the IBIBS Student Services Centre, please visit [www.ibibs.edu.au](http://www.ibibs.edu.au)

For further information about student cards visit [www.ibibs.edu.au](http://www.ibibs.edu.au)

**1300 659 298**

[info@ibibs.edu.au](mailto:info@ibibs.edu.au)  
[www.ibibs.edu.au](http://www.ibibs.edu.au)



## Student Card

terms and conditions of use



This brochure outlines the terms and conditions of use of the IBIBS student card, and what to do if your card is lost, stolen or damaged.

## Ownership of the student card

Your Investment Banking Institute Business School student card is retained by you for the duration of your studies. By signing the card, you accept the terms and conditions of the card's use, including any future amendments.

## Use of the student card

The student card is used for purposes of identification, access, and transactions relating to the IBIBS. Your student card is not transferable and must not be given to another person to use. The student card can be used to store cash value. If the card is lost however, the value held on the card will also be lost.

The student card:

- must be carried at all times whilst on IBIBS property
- must be presented on request by an employee of IBIBS or security personnel
- must be presented when borrowing books from the IBIBS libraries
- must be presented when using any of the secure access labs
- must be presented on entry to examination rooms. The card remains the property of IBIBS, and must be returned to Student Services if you take leave or withdraw from your course or your enrolment is terminated by IBIBS.

## Building access

Your student card may be access enabled, depending on the course and subjects you are enrolled in, and the campus you attend. Access to other campuses are enabled based on your enrolment. Check with your Student Services. Contact details are provided overleaf.

## New student cards

New students are entitled to one free student card at enrolment and are required to provide photographic identification such as an Australian driver's licence or passport in order to obtain their card.

## Replacement student cards

If you lose your card, your card is stolen, or your card is damaged, you can request that a replacement card be issued. A replacement card can be issued or ordered at your Student Services on payment of the replacement card fee of \$30. Student card fees. The first student card is issued free of charge. A fee of \$30 is charged to replace damaged, lost and stolen cards. If a police report is submitted regarding a stolen card, the card will be replaced free of charge. There is no charge if the card is not damaged and

- (a) the magnetic stripe or encoding no longer works and encoding it again does not correct the problem or
- (b) the bar code appears undamaged but cannot be read.

## Storing cash value on your student card

You can charge your card with funds to use for photocopying and printing. The cash value is stored only in the card and if you lose the card, you also lose your cash value. It is recommended that you do not store a large amount on the card. If your card becomes damaged, it may be possible to recover the stored value by taking it to the IBIBS Student Services Centre. Recovery is not guaranteed if the card is too badly damaged. The student card has an internal chip and a magnetic stripe. It is important to take good care of it and to protect it at all times by adhering to the following requirements.

Please do not:

- bend the card
- scratch the magnetic stripe
- place unauthorised stickers on the card
- punch holes in the card
- expose the card to extreme heat.

## Lost or stolen student card

Lost or stolen student cards must be reported to your Student Services Centre, the library and campus security immediately (contact details are provided overleaf).

If you are using your card for student association purposes, you will also need to notify the relevant associations. Photocopy value is held on the student card only and will be lost in the event the card is lost or stolen. The student remains responsible for any misuse of the card until it has been reported lost or stolen. This includes any debts incurred, including through use of the card for library borrowing, or access or damage to secured labs or other areas to which the student has access by virtue of the card. If you subsequently find the card, you can take the card to the library and you may be able to recover any remaining value stored on the card. Once reported lost or stolen, the card will be deactivated.

