

Form CAR 16

Application for Replacement of Student Identity Card

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Mode of Study ☐ Full-time ☐ Part-time

HKID Card/ Passport/

Homeland ID Card No. * _____ Contact No. _____

Student No.									
Programme Code						Stream Code			
						-			

II. REASON FOR REPLACEMENT (please tick the box as appropriate)

- ☐ Loss of card ☐ Damage of card
- ☐ Defective smart card (library and other campus facilities not accessible) ☐ Others (e.g. amendment of name #)

Please specify _____

Supporting document(s) must be presented upon application.

III. DECLARATION OF STUDENT

I declare that the information provided above is true and correct. I fully understand that making a false declaration is a criminal offence and may result in the case being reported to the police.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- ☐ HKID Card/ Passport/ Homeland ID Card * checked by _____ on _____
- ☐ Replacement fee settled on _____
- ☐ The defective/ damaged card returned and received by _____
- ☐ For loss of Student ID Card, Declaration on Loss of Student Identity Card (**Form CAR 16a**) received by _____
- ☐ Registration status as current student checked by _____
- ☐ Replacement card no. _____ Expiry date _____

V. ACKNOWLEDGEMENT (to be completed by student or authorised person upon collection in person)

I acknowledge receipt of the replacement card and undertake to return my original card to the CPCE Academic Registry for cancellation should it be found subsequently. I understand that it is an offence to possess more than one student ID Card for the same programme at any time and that I shall be subject to disciplinary action if found committing such offence.

Signature of Student/ Authorised Person * _____ Date _____

* delete as appropriate

NOTES TO STUDENTS

1. If your Student ID Card is defective, damaged, lost, or if there is any change in your name, and you wish to apply for a replacement card, please follow the application procedures specified below:
 - i. Complete Sections I, II and III of this form and submit the completed form to the CPCE Academic Registry together with defective/ damaged Student ID Card, as appropriate.
 - ii. Settle a non-refundable fee of **HK\$110** for a replacement card (except if the Student ID Card is defective) using Octopus or using the debit note obtainable from the CPCE Academic Registry.
 - iii. If your Student ID Card is lost, please also submit Declaration on Loss of Student Identity Card (**Form CAR 16a**).
2. For amendment of name, please also submit an application for Amendment of Personal Data (**Form CAR 11**) if you have not yet done so.
3. For replacement/ renewal of Student ID Card, you are required to return your original Student ID Card to the CPCE Academic Registry for cancellation. Before returning the card, please clear any stored money value on the Student ID Card. The CPCE Academic Registry shall not be liable for any subsequent claims for an unspent balance after the card has been cancelled.
4. The processing time for issuing a replacement card is normally **seven working days** from the date of receiving the application. You will be informed by phone or by email when the card is ready for collection. Please bring along your HKID Card/ Passport/ Homeland ID Card to the Service Counter of CPCE Academic Registry for collection of the replacement card.
5. If you are unable to collect the replacement card in person, you may authorise another person in writing to collect it on your behalf. **A copy of your HKID Card/ Passport/ Homeland ID Card, the authorised person's HKID Card/ Passport/ Homeland ID, and the original authorisation letter** will be required for verification upon collection of the replacement card. A copy of the identification documents will be returned to the authorised person afterwards.
6. The information given in this form will only be used for processing this application and/ or statistical purposes.
7. **Your original Student ID Card will be invalidated upon issuance of the replacement card. You should immediately return the original card to the CPCE Academic Registry for cancellation should it be found subsequently. It is an offence to possess more than one student identity card for the same programme at any time and you shall be subject to disciplinary action if found committing such offence.**

Submission Method:	In person:	CAR Service Counter, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
	Email:	cpce.ar@cpce-polyu.edu.hk