

**ST STEPHEN'S COLLEGE**  
**Replacement of Staff / Student ID Card**

I am hereby reporting the loss of my Staff / Student ID Card.

Name: \_\_\_\_\_ (English) \_\_\_\_\_ (Chinese)

Teacher / Staff / Resident member of Staff

Student: Student number: \_\_\_\_\_ Class: \_\_\_\_\_ Gender: M / F

I wish to apply for replacement of:

(For teacher & staff)

Staff Card / Resident Card (Administration fee: **\$30**).

(For student)

Student ID Card with Day Student's accessibilities (Administration fee: **\$20**).  
 Note: Mandatory Boarder is regard as Day Student.

Student ID Card with Regular Boarder's accessibilities (Administration fee: **\$120**).

I understand that all data and functions of the lost card will be disabled.

Signature of staff / student: \_\_\_\_\_

Date: \_\_\_\_\_

FOR OFFICE USE ONLY	
Form received by:	Date:
Processed by (office):	Date:
<input type="checkbox"/> AMDP <input type="checkbox"/> Portal <input type="checkbox"/> E-mail <input type="checkbox"/> Door system	Card no.:
Processed by (boarding):	Date:
Payment: <input type="checkbox"/> <b>\$30</b> (Staff / Resident member) <input type="checkbox"/> <b>\$20</b> (Day Student) <input type="checkbox"/> <b>\$120</b> (Boarder)	

Version 202306

**Collection of Card**

The replacement of Staff / Student ID Card is collected on \_\_\_\_\_.

Signature of staff / student: \_\_\_\_\_