If you have lost your Campus Card you can purchase a replacement from the Student Services Enquiry Team Helpdesk on Level 2 of the Fraser Building. A new Campus Card costs £10, and you can buy one Monday to Friday between 9.15am – 4.00pm, (except Wednesday 9.30am – 4.00pm)

IF YOU WANT TO PURCHASE A REPLACEMENT CAMPUS CARD YOU DO NOT NEED TO USE THIS FORM.

You only need to use this form if:

- Your Campus Card has been stolen and you are able to provide a crime reference report / number.
- You are an online / distance learning student and your Campus Card has expired, become inactive or damaged.

If your Campus Card has been stolen and you are able to provide a crime reference report / number, or if you are an online / distance learning student and your Campus Card has expired, become inactive or damaged we will be able to issue replacement Campus Card to you free of charge. **To apply, please complete, sign and date this section:**

My Campus Card was stolen and I have a crime reference number

I am an online / distance learning student and my Campus Card has expired, become inactive or damaged

Surname / Family name

First name(s)

Student number

For the replacement of stolen Campus Cards only:

Crime reference number:

*Note, if your Campus Card was stolen abroad and you are not able to provide a crime reference number, please attach a copy of your police report confirming that your Campus Card has been reported stolen.

For online / distance learning replacement Campus Card only:

Address you would like us to post your replacement Campus Card to:

Signature:

Date:

PLEASE NOTE: When we print your new Campus Card, your previous card will be deactivated.

**Personal Data**
The University collects and processes information, including images, about its students, applicants and potential applicants, for academic, administrative, management, pastoral, and health and safety reasons. Some of this information is considered as sensitive personal data in the terms of the Data Protection Act 1998. The information is provided by a student, applicant or potential applicant or on his/her behalf. It is not possible to become, nor remain, a registered student, nor to process an application without agreement to provide this information. The information is processed in accordance with the University's Notification with the Information Commissioner under the Data Protection Act 1998, and is disclosed to third parties only with students’ consent, or to meet a statutory obligation, or in accordance with the University’s Notification with the Information Commissioner, or in accordance with the terms of the Act. The full statement on the processing of personal data is contained in the University Fees and General Information for Students section of the current University Calendar at [www.gla.ac.uk/services/dpo/office/guidanceforstudents/](http://www.gla.ac.uk/services/dpo/office/guidanceforstudents/).