

HONG KONG BAPTIST UNIVERSITY

Office of Student Affairs

Application for Issuance of Access Cards to Student Organization Offices

Points to Note

- Only non-executive committee members of student organizations would be granted access card(s) into the respective student organization office(s) with valid justification.
- The application should be made at least three working days before the proposed start date of access. Applicants are advised to consult SA in advance. Ad-hoc applications would not be entertained.
- The proposed end date of using access card(s) shall not be later than the end of service term.
- 24 hour access would NOT be granted to holders of access card(s). Overnight Stay applications would be requested for holders of access card(s) staying beyond campus opening hours.

Name of Student Organization:

Service Term:

Name of the President:

Contact Number of the President:

Proposed Period of Using Access Card(s):

Proposed Number of Access Cards:

Justification:

By signing on this application, we agree:

- To return the access card(s) to the Office of Student Affairs on or before the assigned deadline.
- To bear the cost of \$150 per access card for any damages or loss.
- To keep the access card(s) in good security and by the designated delegate(s) only.
- To maintain a clear log to monitor which delegate(s) hold(s) the access card(s) and provide such information to the Office of Student Affairs upon requests.
- To bear responsibilities of the loss and/or late return of the card(s).

Signature with the chop of the Student Organization

Date

~~To be Signed during Receipt~~

Name of the Recipient _____

Position of the Recipient: _____

Contact Number of the Recipient: _____

Date of Receipt: _____

Deadline for Returning the Access Card(s): _____ *(To be filled by SA)*

~~For SA Use only~~

Approval	Quantity Approved	Approval Authority	Approval Date
Approved / Rejected			

Category	Information
System Configuration	Controller: _____ Time Zone: _____ Group: _____
Card Numbers	
Effective Period	From _____ To _____

Date of Return	Access Card(s) Received By	Date of Removal from System