



From **Wednesday 14th September 2011**, our ID Policy will be strictly enforced. The ID policy is set out below:

Your Student ID card is important to you and you will not be allowed in College without it.

'NO ID NO ENTRY'

This is in line with most other colleges. This is one of the safest colleges in London and we want it to stay that way. We must know that everyone on site is a member of the college community.

Students not wearing their ID in college will be asked to put it on. Failure to do so or persistently not wearing the ID in college will result in you being asked to leave the site immediately.

Apart from being worn at all times to identify you, the card has the following functions:-

1. Allows entry and exit via the main gate and other gates to the College.
2. Allows entry to certain rooms such as the Prayer Room, Music Room and Care Suite.
3. Is used to loan a laptop or books from the Library.
4. Is used to loan a MAC book or any other specialist equipment from Creative and Media Arts Department (CAM Students only)
5. Is used to operate the printer account pay station to allow you to add credit to your print account.
6. Identifies you in your dealings with College services, such as Finance and IT Services.

Lost or Damaged Cards

If, upon arrival at College, you do not have your ID card with you, Security staff will ask you to return home to collect it.

If you have lost your ID card, Security staff will ask you to complete and sign a form to authorise the production of a new card at a cost of £10. This money will be deducted from your college deposit. You will not be allowed in College that day and you will be asked to return the following day and collect your new ID card from the Security hut at the main gate.

If you lose your card whilst in College, report to security at the main gate. Security staff will arrange for another to be printed at a cost of £10. This money will be deducted from your college deposit.

Do **NOT** punch holes in your card as it will no longer operate doors and gates or the printer pay station