



MDCard Replacement Request

Instructions: Please complete this form and pay the Campus Bursar \$15 MDCard Replacement fee.
The Bursar will acknowledge payment on this form and give you a receipt.
Bring the approved form to your Campus Card Office to obtain your replacement MDCard.

Date

Campus

Name

Street Address

Student # / Employee#

Cardholder Signature

Bursar approval: \$15.00 payment received
Deposit to account 25101000-D41306-90-489-04

<p>Card Office Only:</p> <p>Reason for Replacement:</p> <p><input type="checkbox"/> Lost</p> <p><input type="checkbox"/> Stolen Police report attached? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Damaged</p> <p><input type="checkbox"/> Other (provide reason) _____</p> <p>Old Card Hot Listed by: _____ Date: _____</p>
--

Replacement Card Procedure

There is a \$15.00 fee to replace cards that are lost, stolen or damaged. This pays for the materials and labor to reproduce a replacement card, which is a cost to the College regardless of the circumstances requiring replacement. The fee may be waived for an individual by the Student Dean.

The procedure follows:

1. The Card Office supplies a photocopy of the **MDCard and Replacement Request** form.
2. The Cardholder completes the form and takes the form and \$15.00 to the Campus Bursars.
3. The Bursar deposits the \$15.00 to account 25101000-D41306-90-489-04. The Bursar indicates on the **MDCard Replacement Request** form that payment was received. The Bursar completes a 2-part receipt. The Bursar gives the Cardholder one copy of the receipt and the form indicating payment was made.
4. The Cardholder gives the paid **MDCard Replacement Request** form to the Card Office and retains the receipt .
5. The Card Office prepares a new MDCard and gives it to the Cardholder.
6. The Card Office retains the paid **MDCard Replacement Request** form for its records.