



## ID Card Policies

All MPW Birmingham students are provided with a photo identification card which is to be worn at all times when in the college. The cards are the property of the college.

## ID Rules and Regulations:

- For your safety lost cards must be immediately reported to [itsupport@mpw.ac.uk](mailto:itsupport@mpw.ac.uk)
- The card holder bears cost of replacement on lost and/or damaged cards.
- If your original card is found after a replacement card has been issued, the original card must be returned to reception.
- Do not lend your card to anyone for any purpose. Doing so is a violation of the MPW college policy.

## ID Card Replacements

There will be a replacement charge of £10 on all ID cards that are lost or damaged.

***by signing this document you agree to the terms and conditions set out above***

Print Name \_\_\_\_\_

Sign Name \_\_\_\_\_

Date \_\_\_\_\_