

**Coffs Harbour Education Campus**

# Computer Room Access Request Form

PLEASE USE BLOCK LETTERS

Existing ACCESS (Do you already have access and are applying for more labs or is this a replacement card?) Yes  No

Surname:  Date:   
First Name:  Student No:

Sector:  SCU  TAFE  CHSC  OTHER

Course:

Access to Room/s:  After Hours A.G.6-8

Period Access Required. From:  /  /  To:  /  /

(You need to re-apply every year)

What to put in for end date?  
See Your Teacher for the End of Course

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Co-ordinator's Approval:

Signature needs to be that of your Course Teacher Only  
and if you have no teacher on this campus – see Student Admin

THIS IS TO VERIFY ENROLMENT AT CHEC

Name:

Signature:

## CARD DETAILS:

Please visit the **Security Guards in A.G.4** with your completed form and student identification card.

Please note that the Security Guards can often be found in the office at 10am and 2pm, not after 3:30pm. You may need to try a couple of visits before finding a guard in the office due to the nature of their job.

**OFFICE USE ONLY**

Security Details Entered: 0 Date Entered:  Signature:

*For Any Reason Your Card Doesn't Work Please See Security*