



SCE Resource Library Alumni Card Application Form

This application form is for new application / renewal / loss of alumni library card of Resource Library.
For enquiry, please contact 3411 5410 / email to reslib@hkbu.edu.hk.

Personal Particulars

Name (English)	_____	Name (Chinese)	_____
Student ID No. / HKID No.	_____	Graduation Year	_____
Programme	_____	Email	_____
Tel. No.	_____		

Service Selected

New application Renewal Loss of Alumni Card

Conditions of Use

Applicants must accept the Conditions of Use listed out here if they wish to apply for and make use of any of the Alumni Library Services.

1. Not applicable to alumni who are currently students and / or serving staff of School of Continuing Education.
2. Alumni subscribing to the Alumni Library Services must abide by the Rules & Regulations of Resource Library. For details, please refer to <https://www.sce.hkbu.edu.hk/en/kowloon-tong-campus-resource-library/>
3. The Resource Library reserves the right not to offer or terminate the Alumni Library Services to any individual based on his/her conduct or past conduct in the Library.
4. Annual fee paid are non-refundable and non-transferable, and cannot be used for settlement of overdue fines.
5. The Resource Library will communicate with you via your provided email address / telephone no. It is your responsibility to check this email account regularly. Failing to read the emails sent to you by the Resource Library does not constitute any excuse for late returning of library materials or refusal to pay fines thus incurred.
6. The Resource Library reserves the right to change the charging scheme and fees without prior notifications to the users. The Resource Library has the final discretion on any dispute that may arise.
7. The Resource Library reserves the right to change or revise the terms of use of the Alumni Library Services at any time. The Library will notify the users of this change via the Resource Library website.

Declaration

I have read and accept the Conditions of Use stated above. I understand that my personal data collected is solely for the purpose of processing my application. I confirm that my personal information provided on this application form is true and correct.

Signature _____

Date _____



SCE Resource Library Alumni Card Application Form

Items to be submitted

- A completed application form.
- A recent photo (40mm x 50mm) with your name on the back **OR** submit digital photo via email.
 - Only required for new application **OR** loss of alumni library card.
 - Acceptable file format is as follows:

File type	JPEG
File size	600Kbytes or below
Dimension	Captured by scanner (600dpi) – Photograph size: 40mm(W) x 50mm(H) Captured by digital camera – Image size: 1200px(W) x 1600px(H)

- Annual fee HK\$100 which is non-refundable and to be paid at the time collecting the Card. Please note only **CASH payment** is accepted.

In Person or by email

Please approach the Circulation Counter of the Resource Library with the above items **OR** email to reslib@hkbu.edu.hk.

=====

Office Use Only

Received by	:		Date	:	
Status Check by Registry:	:	Valid / Invalid			

Card No.	:	
Replied on	:	
Expiry Date	:	