

Student ID/campus online card replacement request.

All students in grades 4 to 12 will receive a Campus Online card*. The card serves as their official student ID and can be used to purchase food on campus. In case a student loses their ID card or it gets damaged, a fee of \$20SGD needs to be paid for a replacement card.

The process for replacement is as follows:

1. Complete this form and submit to Sodexo's administrative office on your campus. \$20SGD will be deducted from the account for issuing a replacement card.
2. After 3 working days, approach a member of the Sodexo staff to collect your new card.
3. Collection times are as follows:
 - Sodexo's administrative office (opposite Red Dot Café): 7.45am – 9.30am
 - Canteen @L1 (cashier): 11.30am – 1.40pm

Please provide us with the following details:

Student's name

First name *(as per passport)*

Last name *(as per passport)*

Lakeside Campus

Tanjong Katong Campus

I confirm that all details on this form are correct.

Name

Relationship to student

Email

Phone

Signature

Date

Please return this form to the Sodexo Administrative Office on your child's campus. Please contact foodservices@cis.edu.sg if you have any questions

**Please note the ID card is installed with a sensitive chip which is very sensitive. Users are advised to handle the card with care to avoid any damage.*