



STUDENT ACCESS APPLICATION

NAME: _____ SCHOOL: _____

MAILING ADDRESS: _____

PHONE #: HOME: (_____) _____ OTHER: (_____) _____

STUDENT EMAIL ADDRESS: _____

DEPARTMENT (HOSPITAL): _____

DATES ON SITE: FROM: _____ TO: _____

All students that require a temporary Orillia Soldiers' Memorial Hospital (OSMH) student identification (ID) badge will be required to provide a \$25 refundable deposit upon issuance of the ID badge. This deposit will be reimbursed once the assigned ID badge has been returned. **Initial:** _____

Lost ID badges will be replaced at a cost of **\$25 each**. If a damaged ID badge is presented to Human Resources the badge will be replaced at no cost to the user. It's the users' responsibility to make arrangements for drop-off and pick-up of their ID badge for purposes of security. **Initial:** _____

Any badge not returned within four weeks following the end of the placement will be considered lost. The deposit will be held by Orillia Soldiers' Memorial Hospital for the replacement cost, unless otherwise arranged with Human Resources. **Initial:** _____

Issuance of the ID badge is done through the Human Resources Department. All badges must be returned to Human Resources at the conclusion of the placement. Access to designated areas will not be considered on a permanent basis.

DEPOSIT:

- Cash Payment Received
- Receipt Provided – Receipt #: _____

I understand and agree to abide by all of the above conditions.

Signature: _____ **Date:** _____

For Human Resources use only:

<u>CARD ACTIVATION</u>	<input type="checkbox"/> Human Resources sent to Facilities for processing	Date Completed:
<u>CARD CANCELTION</u>	<input type="checkbox"/> Human Resources sent to Facilities for processing	Date Completed:
<u>DEPOSIT REFUNDED BY:</u>		Date Completed:
<u>DEPOSIT REFUND GIVEN TO:</u>		
NOTES:		