



## 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 student badge will be required to provide a **\$25** refundable deposit upon issuance of a badge which will only be reimbursed once their assigned badge has been returned. **Initial:** \_\_\_\_\_

Lost access cards will be replaced at a cost of **\$25.00 each**. If a damaged card or tag is presented to People Services the card or tag will be replaced at no cost to the user. It is the users' responsibility to make arrangements for drop-off and pick-up of their individual card for purposes of security. **Initial:** \_\_\_\_\_

For any badge not returned within four weeks following the end of the placement, it will be considered lost. The deposit will be held by Orillia Soldiers' Memorial Hospital for the replacement cost, unless otherwise arranged with People Services. **Initial:** \_\_\_\_\_

Issuance of the badge is done through the People Services Department and all badges must be returned to People Services at the conclusion of the placement.

Access to designated areas will not be considered on a permanent basis.

### DEPOSIT:

- ☐ Cash Payment Received  
☐ Badge ID #: \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For People Services use only:

<b><u>CARD ACTIVATION</u></b>	<b><i>People Services sent to Facilities for processing</i></b>	<b><i>Date Completed:</i></b>
<b><u>CARD CANCELATION</u></b>	<b><i>People Services sent to Facilities for processing</i></b>	<b><i>Date Completed:</i></b>
<b><u>DEPOSIT REFUNDED BY:</u></b>		<b><i>Date Completed:</i></b>
<b><u>DEPOSIT REFUND GIVEN TO:</u></b>		
<b>NOTES:</b>		