



## APPLICATION FORM FOR CARD RE-ISSUANCE

- Student card  
 Pick up card

Chinese name	Name in foreign language or transliteration		
Type of identification document	<input type="checkbox"/> BIRP <input type="checkbox"/> BIRNP	<input type="checkbox"/> Others (Please specify.)	

Grade	Class
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Reason for card re-issuance	<input type="checkbox"/> Lost	<input type="checkbox"/> Damaged	<input type="checkbox"/> Others (Please specify)
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Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
      yyyy      mm      dd

\_\_\_\_\_  
Signature of guardian

### SCHOOL STUDENT AND PICK-UP CARD REGULATION

#### CARD USAGE

- The first emission of the cards are free.
- To perform the student's entry and exit, use the blue student card, passing it through the machine.
- For the student to be able to leave classroom, it will be necessary to present the orange pick up card to the teacher, teaching assistant or school staff.
- The pick-up cards should be well-kept to avoid loss or usage by others.
- In case of loss of the card, please notify the school immediately.
- The fee for the second copy of the card is MOP\$50/card.
- The new card will take about 3 working days to be issued.

**NOTICE:** Payments can only be made by bank transfer or bank deposit into the BNU account No. 9008567706 (APIM)

The respective payment will only be validated after the presentation of the receipt at the School office, which can be done in person or sent to our email.

#### PICK-UP PERSONNEL

- Only people who have the orange pick up card and are on the list of authorized people will be able to pick up the student.
- In case it is necessary for another person to pick up the child, the Kindergarten must be notified in advance.
- The kindergarten has the right to refuse pick-up by unauthorized personnel.

#### OTHER MATTERS

- In case of special circumstances, please inform the kindergarten.
- If this regulation is modified, the most recent version published by the kindergarten will prevail.