

Kapi'olani Community College Continuing Education & Non-Credit Students STUDENT ID APPLICATION

For Office Use Only

Paid

Initial

READ & FILL OUT COMPLETELY

Name: _____
Last First Middle Initial

Current Address: _____
Apt City Zip Code

E-Mail: _____ Phone: _____

Is This Your First KCC ID? YES NO

Office Use Only:

Driver's license, Military or Passport Number

ID Number: _____ Barcode: _____ Exp. Date: _____

Please read the KCC ID card policy and sign your name & date before submitting form.

1. Continuing Education and Non- Credit students must provide their Registration Receipt.
2. Any holds or financial obligations, including tuition and fees must be cleared before an ID card will be issued.
3. Present the application along with a current photo ID (e.g. driver's license, State ID, Military ID, U.S. or foreign passport, etc.) to the ID attendant. Please note that non-U.S. government issued ID's, other than passports are **NOT** accepted.
4. Applicants with sunglasses, hats, caps, bandanas, etc. will need to remove them before taking their photo.
5. We reserve the right to refuse issuing an ID card to any person who does not comply with these requirements.

Important Information

Students enrolled in continuing education and/or Non-Credit Courses are entitled to a KCC ID card, valid for the duration of their course.

All identification cards issued by the Access Services Department are the property of Kapi'olani Community College. The ID card is for the cardholder's personal use only. Therefore, services covered by this card are not transferable to other individuals. The holder's ID card must be presented or surrendered upon requested by any officer or authorized employee of the University of Hawaii System.

An ID card will be null or void, if it is perforated (hole punched), bears unauthorized markings, or affixed with any other stickers other than the U-Pass. A \$5.00 fee will be assessed to replace a mutilated card.

FOR STUDENTS WHO HAVE LOST THEIR ID AND NEED A REPLACEMENT:

If you have lost your ID you may obtain a replacement ID after paying a \$5.00 (cash only) fee. If your ID was stolen, you may obtain an ID free of charge after furnishing an itemized police report. There are no exceptions.

Renewals:

The ID card expires on the date printed on the card. Expired ID cards are renewable. The \$5.00 replacement fee is waived provided that the expired card is submitted to the ID Desk at the time of renewal.

I have read and understand the Kapi'olani Community College ID Policy & I have provided factual information when filling out this form.

Signature of Student

Date