

Point Blank ID Card Policy

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POINT BLANK LONDON ID CARD POLICY

1. USING YOUR CARD

All London students studying a Higher Education or Professional courses will be issued with a Point Blank ID card. Your Point Blank ID card will provide you with access to the school's facilities across the Penn Street and Orsman Road locations. When dealing with student enquires, you may be asked for your Student ID card.

When at the Penn Street or Orsman Road location, you will be required to have your ID card on display at all times. Do not lose your card or lend it to others. If you forget your card, you will be issued with a visitors pass on the first occasion, any further occurrences will require you to purchase a new ID card for £3.

Your card is valid for the entire duration of your studies. It remains the property of Point Blank at all times and should be returned when you finish your studies.

2. NEW STUDENTS

On completion of enrolment and registration, students will be required to have a photo taken and collect an ID card during Induction Week. The ID team will be located in the Hub during Induction Week, it is a requirement that all students are issued with an ID card to gain access to the classrooms and attend lectures.

3. REPLACEMENT CARDS

If your Point Blank ID card no longer works or has been damaged beyond reasonable use*, or if you have changed your personal or programme details (in terms of the information displayed on the card), you should speak to Student Services or send an email to support@pointblankmusicschool.com to request a new one. Please ensure that you bring your existing card with you. Your replacement card will be produced free of charge.

If your card has been reported to the Police as stolen, please speak to Student Services to request a replacement, bringing with you a copy of your Police Crime Report paperwork. Your card will be produced free of charge.

Lost student ID cards (and stolen cards without Police Crime Report paperwork) should be requested by speaking to Student Services. A fee of £3.00 is charged for production of a replacement card.

You must replace your card if it is lost, stolen or no longer works immediately. You will not be permitted to access Point Blank without an ID card.

**Working cards with superficial or cosmetic damage do not require replacing.*