

Greenwich Gateway Cards

Replacement Staff Card Fee Guidance

For the first and second card issuance, the replacement staff card will be without charge, subsequent loses will incur a £10.00 charge. This was agreed by the Vice Chancellor and communicated to relevant Trade Unions in June 2014.

Payment will be taken by the Student Finance staff in the Student Centre. You may pay by debit/credit card or cash.

The £10 replacement card fee will not apply in the following circumstances:

- Your card was stolen and you can present a police crime reference number to the student centre.
- You require a replacement card due to a change of name.
- You require a replacement card due to a change of gender.
- Your card is not working.
- Your appearance has significantly changed since your photo was taken for the card.
- There is a problem with your card at initial issuance.
- Your card has expired (the expiry date will be printed onto the front of cards for temporary staff members only).
- In-house production error.

Access to Stockwell Street always requires a valid Greenwich Gateway Card so please allow enough time to obtain a replacement from the student centre when planning a visit.

Note student centres are typically open between 9.30am – 4pm Monday to Friday.

Please check the opening hours for each campus student centre via:

<http://www2.gre.ac.uk/currentstudents/reg/greenwich>