

HIRE OF KEYS

FAMILY NAME: GIVEN NAME/S:

STUDENT/EMPLOYEE NUMBER (If applicable):

Building Key No: _____

Date Issued: _____

\$30 Deposit Receipt No: _____

Other keys:

Date Issued: _____

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\$30 Deposit Receipt No: _____

COURSE:

Honours / Post Graduate Diploma

Staff

Masters

Doctoral

PhD

Masters/PhD

Research Assistants

Visitor

SUPERVISOR (PLEASE PRINT):

SUPERVISOR/EMPLOYEE/VISITOR'S SIGNATURE:

PERIOD OF HIRE

TO BE RETURNED:

Office Use only

DATE KEY RETURNED:

DATE DEPOSIT RETURNED:

P.T.O

School of Behavioural Science General procedures for key hire

1. All fourth-year, postgraduate students, visitors and Research Assistants (casual) who wish to hire keys from the department must complete this form and submit it to the Front Office, Level 12, Redmond Barry Building at least two working days prior to collection.
2. All students, visitors and Research Assistants (casual) need to pay a deposit.
3. Keys which can be hired:

Honours & Postgraduate Diploma Students

- ♦ PS 1-2 Corridor/Pigeonhole / Photocopy Room/ Lab Keys (Providing that supervisor's consent has been given) - \$30 deposit
- ♦ EX 1B 03 Building Key (temporary overnight loan only upon the payment of a \$30 cash deposit)

Masters/ Doctoral/ Ph.D /Research Assistants (casual) /Visitors

- ♦ PS 1-2 Corridor/ Pigeonhole/ Photocopy Room/ Individual Office - \$30 deposit
- ♦ EX 1B 03 Building Key - \$30 deposit