

Federation Alumni Library Membership Registration Form

Library/ Academic Portfolio

Please note: You must already be a current Federation Alumni member to access Federation University Library membership privileges.

Register for Federation alumni membership at

<https://federation.edu.au/connect/alumni/my-alumni-centre>

For further information about Library membership, download the Library Membership Guide via the Federation Alumni website. Alternatively, please contact the Library on 1300 552 567, or email libinfo@federation.edu.au.

Personal Information

Title MR / MRS / MS / MISS / DR / Other (*please specify*): _____

Date of birth _____ / _____ / _____

Family name _____ Given name(s) _____

Former name (if different at time of graduation) _____

Postal address _____

Postcode _____

Email _____

(Library correspondence, including loans notices and changes to e-resource access authentication details, will be sent via this email address)

Phone No: _____

Student No. (*if known*) _____ Year of graduation _____

Course _____

Membership period

- 12 months (1 January – 31 December) @ \$55.00
- 6 months (1 January – 30 June) @ \$33.00
- 6 months (1 July – 31 December) @ \$33.00

All prices are in \$AUD and include Australian Goods & Services Tax (GST). This membership registration form becomes a Tax Invoice for the purposes of Australian GST once payment has been made. Please retain a copy for your records. All details of the Method of payment voucher must be completed in full for payment to be processed.

Applicant declaration

In registering for Federation Alumni Library membership, I understand the following terms and conditions:

I am liable for any charges incurred through loss or damage to any item borrowed.

Access to electronic resources is for personal purposes only. It is a breach of membership regulations to share authentication information with a third party.

I will notify the Federation University Library of any changes to my personal and/or contact details.

Breach of membership conditions may result in suspension of borrowing and e-access privileges and/or cancellation of membership.

The Library membership fee is not refundable in the event that I cease to be a member of Federation alumni. I understand that the Federation University Library is committed to protecting my privacy, and that personal information will be handled in accordance with the University's Information Privacy Policy which may be viewed at: http://policy.federation.edu.au/university/general/information_privacy/ch01.php

I have read and understood the terms and conditions listed above and I agree to abide by the Library regulations.

Signature _____ Date ____ / ____ / ____

**Federation Alumni
use only**

Student ID No:

Verified by:

Date: ____ / ____ / ____

Finance use only

Use account code

ZZALUMREC

Processed by:

Date: ____ / ____ / ____

Library use only

Library Membership ID No:

Registered: ____ / ____ / ____

Expires: ____ / ____ / ____

Registered by:

Method of payment *Finance office to detach and retain*

Payment by credit card

All details of this voucher must be completed in full for this transaction to be processed. This document authorises Federation University to process this credit card transaction via EFTPOS.*

Please select card type: Visa MasterCard American Express

Card No: _____ / _____ / _____ Expiry date: _____ / _____

Name on card: _____

*Signature: _____

Amount total (\$AUD) _____ Date: ____ / ____ / ____

Payment by cheque

Please make cheques payable to: Federation University. Application will not be processed until cheques have cleared. Payments in person by cheque may only be made **during Federation Alumni office hours**.

Submitting your application

Please choose one method only:

- Post form and credit card or cheque payment to:
Federation Alumni, PO Box 663, Ballarat Victoria 3353, Australia.
- **email** form and credit card payment to: alumni@federation.edu.au
- **Applications in person** may only be submitted during **Federation Alumni office hours**, 9am – 5pm, Monday to Friday, Public Relations Area, First Floor, A Building, Mt Helen campus.

Once processed, your Library membership and e-access information will be posted to you. **Please note:** If you wish to borrow Library items, you will be given a borrower card at your first visit. A Library borrower card will only be issued when verification of your current Federation Alumni membership has been received from the Federation Alumni Office. 1