

## FedUni alumni Library Membership Registration Form

Library/ Learning & Quality Portfolio

**Please note:** You must already be a current FedUni alumni member to access FedUni Library membership privileges.  
Register for FedUni alumni membership at <http://federation.edu.au/industry-and-community/alumni/my-alumni-centre>

For further information about Library membership, download the Library Membership Guide via the FedUni alumni website.  
Alternatively, please contact the Library on 1300 552 567, or email [libinfo@federation.edu.au](mailto: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 FedUni 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 FedUni 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](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** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fed Uni alumni use only**

FedUni 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 Australia. Application will not be processed until cheques have cleared. Payments in person by cheque may only be made **during FedUni alumni office hours**.

**Payment by cash**

**Do not send cash by post.** Cash payments can only be made in person **during FedUni alumni office hours**.

**Submitting your application**

Please choose **one** method only:

- **Post** form and credit card or cheque payment to:  
FedUni alumni, PO Box 663, Ballarat Victoria 3353, Australia.

**Do not send cash by post.**

- **Fax** form and credit card payment to: +61 3 5327 9855.
- **Applications in person** may only be submitted **during FedUni alumni office hours**, 9am – 5pm, Monday to Friday, Public Relations Area, Ground Floor D 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 FedUni alumni membership has been received from the FedUni alumni office.