



### APPLICATION FORM FOR AN ALUMNI CARD

To apply for an Alumni Card, please complete this form, reading all the terms and conditions attached then return to the Alumni and Development Office, address below.

Name: .....

Address: .....

Telephone number: ..... Mobile number: .....

Email address: .....

Course completed: ..... Year of graduation: .....

I have read and understood the terms and conditions of using my card and I agree to abide by these. If I breach any of the terms and conditions of membership I understand that I may have my card cancelled and my membership terminated.

Signature: .....

Date: .....

**The Cost of an Alumni Card is £25.00 and your card is valid for three years. You can renew your card at the end of these three years. How would you like to pay?**

- I have enclosed a cheque for £25.00 made payable to Norwich University of the Arts
- Please debit my credit/debit card £25.00

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(This section of the form will be cut off and destroyed after payment has been taken)

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Visa/Mastercard/Switch/Maestro/Delta/Solo/Visa debit (please circle card type)

Card number: .....

Expiry Date: .....

Valid from/issue no: .....

Security number (last 3 digits on the signature strip): .....

Cardholders signature: .....

Name of cardholder (if different to applicant): .....

Cardholders phone number (if different from above): .....

Please return your completed application form, payment and a **passport size photograph** to the address below:

Alumni and Development Office  
Norwich University of the Arts  
Francis House  
3-7 Redwell Street  
Norwich NR2 4SN

Please allow 5-10 working days for your card to be printed which will be posted to you at the address provided on this form.

## **TERMS AND CONDITIONS OF USE - Please retain this page for your records**

### **GENERAL**

1. Only graduates who are on the Alumni database or can provide a copy of their NUA (or previous NUA institute) course qualification can apply for an Alumni Card
2. Only one card is allowed per person
3. Graduates cannot apply for cards on behalf of other graduates
4. An Alumni Card will only be issued when the Alumni Office has approved the application and the £25 fee has been paid
5. Benefits and services such as access to the Careers Service are subject to availability and access may be limited during peak periods
6. An Alumni Card remains the property of Norwich University of the Arts and can be withdrawn at any time
7. A replacement fee of £5.00 will be charged in the event of a lost or stolen card
8. If an Alumni Card is lost or stolen the Alumni Relations and Development Officer at the University must be notified immediately
9. Making copies of the card is strictly forbidden
10. Lending your card to another person in order for them to gain benefits and services on offer or to gain access to the University will result in the card being cancelled and the card holder's membership terminated
11. Members must comply with health and safety procedures whilst on NUA premises and follow evacuation procedures in the event of a fire/other event which involves them being asked to leave the building.

### **SPECIAL OFFERS AND DISCOUNTS**

1. All special discounts listed offered by external companies are subject to availability and their own terms and conditions of use
2. Information on benefits and services is correct at the time of going to print and the University cannot be held liable for any change or withdrawal of the benefit and services provided by external companies
3. The benefits and services available with an Alumni Card will change from time to time, please check the website for details on up to date offers.

### **ACCESS TO THE UNIVERSITY CAREERS SERVICE**

1. Appointments with the Careers Advisor must be made in advance
2. Card holders will not be given priority over current students with career appointments
3. To make an appointment please contact the Careers Adviser at: [careers@nua.ac.uk](mailto:careers@nua.ac.uk) or call 01603 751471.

### **ALUMNI LIBRARY USE**

1. The Alumni Card gives access to the Library for reference use only
2. Some restrictions to the access of online database and journals may apply to non-students, please check before joining if there is a particular resource you wish to access.
3. For full external Library membership, which allows you to borrow books, please request a separate form from the alumni office. The yearly fee for alumni is £50.

**Thank You. Please have a safe visit.**

Form updated: CB 25/03/14