

St. Lawrence College Student ID Card

The St. Lawrence College Student ID card is an electronically validated access card, and is your identification while on campus.

Full-Time Students

Full-time students at St. Lawrence College who have paid full-time tuition and compulsory fees as part of their full-time (daytime) program are eligible to receive a St. Lawrence College Student ID card.

Part-Time Students

Part-time students, who are enrolled in a minimum of three (3) courses (at least 135 hours) and have department approval, may be eligible to purchase a student card in Student Services for a fee of \$20.00.

Getting Your Card

Requirements

- 1.) To obtain your SLC Student ID card, you must come in person to Student Services and be prepared to have your photo taken. Only proper names or abbreviations will be used on your card. *No hats, sunglasses, or other items which may obstruct your face will be permitted.
- 2.) You must present one (1) piece of government-issued photo identification.

Acceptable Pieces of Photo Identification:

- Passport
- Driver's License
- Health Card
- Permanent Residency Card
- Citizenship Card
- Firearms License
- Aboriginal ID Card
- Military ID Card

SLC Student ID cards are produced year-round in your campus Student Services.

During both the fall and winter registration periods, cards are produced in designated areas in order to accommodate the large intake of students.

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Using Your Card

The SLC Student ID card is your main identification on campus.

If you are a full-time student, you may also use your SLC Student ID card for the following:

- **General Identification**
Your card can be used as identification for athletic events, pubs, elections, weekend access, test rooms, computer labs, etc.
- **Library Borrowing Privileges**
Your card must be presented and scanned by the library staff every time library materials are checked out.
- **Health Insurance Coverage at Pharmacies**
During the school year, you must present your card at the pharmacy, as your claim secure number is located on the back of your card. During the summer months, you may make a claim by using the claim form, which is available through our local campus Health Centre or through Student Services. Health insurance coverage is available to full-time students only. For more information, see the section of the planner entitled “Student Insurance” or visit www.aclstudentbenefits.com.
- **Meal Plan**
You can load your card with funds in order to access a cafeteria meal plan. See your local cafeteria staff for details.
- **Residence**
When you live in residence, your card must be presented and scanned in order for you to enter the main doors of the residence.
- **Photocopying/Printing**
You can load your card with funds at the St. Lawrence College Bookstore in order to add additional printing and photocopying to your account.
- **Lab Access (Kingston Only)**
Your card must be scanned at the door in order to gain access to specific labs on campus.
- **Fitness Facilities**
 - **On the Brockville & Cornwall campuses**, your card must be presented and scanned at the door to gain access to the fitness facility.
 - **On the Kingston campus only**, your card must be presented and scanned at the door to gain access to the SHAC. This card also gives you unlimited access to the local Kingston Family YMCA (100 Wright Crescent).
- **Bus Pass (Kingston Campus Only)**
Your card must be presented and scanned as you enter the bus. This allows you to ride Kingston Transit for unlimited trips during the current academic school year of September through April. Only full-time summer semester students are eligible for the summer bus pass.

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Your St. Lawrence College ID card **MUST** be reactivated for each semester in which you are a registered full-time student. If you do not reactivate your card each semester, you will be required to pay for the bus ride.

Valid semesters are as follows:

- Fall: Sept. 1-Dec. 31
- Winter: Jan. 2 – April 30
- Summer: May 1 – Aug. 31

If you are a part-time student, you can also use your card for the following:

- Library borrowing privileges
- Meal plan (min. of \$10 must be applied)
- Photocopying/printing
- Bus pass (Kingston Campus Only)

Part-time students who are eligible and have department approval for a student card with bus pass must purchase the bus pass for \$60.00 per semester in Student Services.

ID Card Procedures

Your St. Lawrence Student ID card is the property of the College. It is for your personal use and is valid only until the expiry date displayed on the front of the card. You are responsible for returning the card if asked to do so.

You should carry your SLC Student ID card at all times on any St. Lawrence College campus. If you are asked by an authorized person (e.g. security staff) on campus for identification, you must produce your card immediately. Your SLC Student ID card is not valid if defaced or damaged.

Any attempt to obtain a SLC Student ID card fraudulently or any improper use of the card will be dealt with under the Student Code of Conduct (see Student Planner for Code of Conduct). Use of the card for any of its functions by any person other than the one named on the card is prohibited.

Lost/Stolen Cards

If you lose your card, take the time to search for it thoroughly, as there is a charge for a new one and a refund cannot be given if the old card is found.

Replacement Cards

It is the responsibility of the person named on the card to keep it in good condition and working order. Any lost/damaged cards can be replaced for a fee of \$20.00, payable in Student Services. *Do not punch a hole in your student ID card, as this will damage the card.*

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If you have a meal plan on your lost card, it is your responsibility to take the replacement card to your campus cafeteria and have the remaining funds transferred to your new card.

Card Fraud

The SLC Student ID card is an identification card. Possession of a false or altered card is a serious offence, which may result in confiscation of the card and/or disciplinary action.

Card Do's & Don'ts

DO's:

Do keep your card in a plastic holder or sleeve, as you must pay a \$20.00 replacement fee if your card is damaged.

Don'ts:

Don't expose your SLC Student ID card to excessive heat, moisture, or magnetic sources including other magnetic strip cards.

Don't allow your SLC Student ID card to move freely in your bag, case, or pocket as the card can crack or bend. This damages the card, which will then have to be replaced at your expense.

FAQ

What can my SLC Student ID card do for me?

The SLC Student ID card is your main identification on campus. See also the 'Using Your Card' section above for a detailed list of all your card uses.

How long is my SLC Student ID card valid?

Cards are valid during the entire length of the college program (e.g. Police Foundations – card is valid for 2 years). If you withdraw or are no longer a student of St. Lawrence College, you must surrender your card.

What happens if I change my status from full-time to part-time?

If you change your status to part-time, your card will not give you access to some of the benefits (such as the fitness centre and bus pass) available to full-time students.

How much does the card cost?

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The first card is free for full-time students, who pay ancillary fees. There is a replacement fee of \$20.00, payable in Student Services.

I'm a part-time student. Can I still get a card?

Yes! You can purchase a part-time student SLC Student ID card for \$20.00 in Student Services. Part-time students on the Kingston campus who have a minimum of 135 hours and have department approval for a student card with a bus pass may purchase the bus pass for \$60.00 per semester in Student Services.

What do I do if I find my old card?

Your old card is deactivated and will no longer work anywhere; you should cut it up so you do not confuse it with the replacement card.

What do I do if I have lost my card?

Take the time to look for your card. If you cannot find it, there is a replacement fee of \$20.00, payable in Student Services.

What do I do if I damage my card (i.e. in washing machine, bent, cracked, etc.)?

You need to bring your card into Student Services on your campus and purchase a replacement card for \$20.00.

To help maintain the quality of your card, keep your card in a plastic holder or sleeve. Don't expose your card to excessive heat, moisture, or magnetic sources including other magnetic strip cards. Don't allow your St. Lawrence College ID card to move freely in your bag, case, or pocket as the card can crack or bend. This damages the card, which will then have to be replaced at your expense.

Why do I need to provide photo identification before getting my card?

Your photo identification is necessary for security purposes and access to services for both you and for the college, as this is your main identification while on campus.

Will I need to get a new card every year?

No. There is no need to get a new card every semester or year. If you are a student on the Brockville or Cornwall campus, simply continue to use your card until it expires, or until you are no longer a student. If you are a student on the Kingston campus, you will need to reactivate your card each semester in order to access the bus pass.

My SLC ID card has expired, but I'm still a student. What do I do?

If you are a returning student with an expired card, you can get a replacement card with an extended expiry date at no charge by bringing your expired card to Student Services.

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If I lose my card, do I lose the money for the meal plan I have on it?

No. As long as you let Student Services know as soon as you lose your card, it can be deactivated. When you get a replacement card, simply take the new card to your campus cafeteria and have the meal plan transferred to the new card.

Contact Us

For more information, contact your campus Student Services office or email studentidcards@sl.on.ca