



ub)alumni Library Membership Registration Form

Please note: You must already be a current ub)alumni member to access UB Library membership privileges. Register for ub)alumni membership at www.ballarat.edu.au/alumni. For further information about Library membership, download the *ub)alumni guide to the UB Library* brochure via the ub)alumni website. Alternatively, please contact the ub)alumni Library Membership Coordinator on +61 3 5327 9594, or email libinfo@ballarat.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 (1st January 2012– 31st December 2012) @ \$55.00

6 months (1st July 2012– 31st December 2012) @ \$33.00

All prices are in \$AUD and include Australian Good & 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 ub)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 University of Ballarat 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 ub)alumni.
- I understand that the University of Ballarat 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:
www.ballarat.edu.au/vco/legal/Policies/Information_Privacy_Policy.pdf.

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

Signature _____ **Date** ____ / ____ / ____

ub)alumni use only	Finance use only	Library use only
UB Student ID no.: _____	Use account code # 24 421 1076 3183	Library membership ID no.: _____
Verified by: _____	Processed by: _____	Registered: ____/____/____
Date: ____/____/____	Date: ____/____/____	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 the University of Ballarat 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: 'University of Ballarat'. Application will not be processed until cheques have cleared. Payments in person by cheque may only be made **during ub)alumni office hours**.

Payment by cash

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

Submitting your application

Please choose **one** method only:

- **Post** form and credit card or cheque payment to: *ub)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 ub)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 ub)alumni membership has been received from the ub)alumni office.