



**INSTRUCTIONS** Save this PDF to your computer, open using **Adobe Reader**, complete, print, sign and submit to the IT Department

**If your student ID Badge is lost or stolen, immediately alert the CNU Information Technology (IT) Department.**

- If your Clicker or Badge is damaged, lost, or stolen, please complete this form and submit the form with your payment to the IT Department.
- If you are unable to return your ID Badge or Clicker prior to graduation, leave of absence, or withdrawal, you must submit this completed form along with payment to the IT Department.
- Make checks payable to "California Northstate University" or "CNU".

**STUDENT INFORMATION**

Name: \_\_\_\_\_  
*Last* *First* *Middle*

Student ID#: \_\_\_\_\_ Class of: \_\_\_\_\_ College (*check one*):  COP  COM  CHS

**Select the item(s)**

**Select the reason(s) and indicate the date item was lost/stolen**

- Student ID Badge.....  Damaged  Lost (date: \_\_\_\_\_)  Stolen (date: \_\_\_\_\_)
- Turning Point Clicker.....  Damaged  Lost (date: \_\_\_\_\_)  Stolen (date: \_\_\_\_\_)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT ID BADGES**

All students are issued a student identification badge at orientation and are responsible for wearing the badge at all times while on campus.

Replacement/lost badges will be provided at a cost of \$25.00 for the first loss and \$60.00 for any second or subsequent loss.

The total number of losses accumulated is tracked throughout your program and will be used to determine the amount due.

**TURNING POINT CLICKERS**

All students are issued a clicker at orientation and are responsible for bringing the clicker to all classes.

Replacement clickers can be obtained at a cost of \$50.00 for the first loss and \$75.00 for any second or subsequent loss.

The total number of losses accumulated is tracked throughout your program and will be used to determine the amount due.

**OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Processed By \_\_\_\_\_ Date: \_\_\_\_\_

|                 |             |  |                                      |
|-----------------|-------------|--|--------------------------------------|
| Payment: _____  | _____       | Badge: <input type="checkbox"/> First Loss   | <input type="checkbox"/> Second Loss |
| Check # or Cash | Amount Paid | Clicker: <input type="checkbox"/> First Loss | <input type="checkbox"/> Second Loss |