



TERMS AND CONDITIONS

STUDENT ID CARD

- The student ID card remains the property of LD Training Services Limited. In the event of your withdrawal or exclusion from the programme of study, the card must be returned to: Student Support, LD Training Services Limited, Stanmore Business & Innovation Centre, Sceptre House, Howard Road, Stanmore, HA7 1FW.
- The card is for personal use only and is not transferable. You must **not** allow any other person to use your card, or the facilities to which the card gives access.
- The card should always be carried/displayed when on LD Training Services Limited property and must be produced at the request of an LD Training Services Limited official. In particular, it must be displayed during lectures and examinations.
- The card is valid until the period shown, i.e. "SEP 21", or until you cease to be a student, whichever occurs sooner.
- The Student ID Card demonstrates that you are a valid student of LD Training Services Limited and combines the functions of an enrolment card and library card.
- Loss, theft, or destruction of the card must be reported to the Student Support Team **immediately** by calling 020 7998 3655 option 1 for London campus, option 2 for Dudley campus and option 3 for Nottingham campus. If a replacement card is required, you can order one for a fee of £5.00 through the Student Support Officer at your campus. Once a replacement card has been ordered, a previous card becomes permanently invalid and cannot be reactivated. If found, a card should be returned to: Student Support, LD Training Services Limited, Stanmore Business & Innovation Centre, Sceptre House, Howard Road, Stanmore, HA7 1FW
- You will be given reasonable notice of any changes to these terms and conditions by display within the campuses. Changes will apply from the date specified in the notice.

REPLACEMENT STUDENT ID CARDS

- If you have lost your student card, please email your Student Support Officer (London/Dudley/Nottingham campus) with the address you wish it to be posted to.