



POINT BLANK

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POINT BLANK LONDON ID CARD POLICY

1. USING YOUR CARD

All London students studying a course which is three months in length or more will be issued with a Point Blank ID card. Your Point Blank ID card will provide you with access to the school's facilities across the Penn Street and Orsman Road locations. When dealing with student enquires, you may be asked for your Student ID card.

When at the Penn Street or Orsman Road location, you will be required to have your ID card on display at all times. Do not lose your card or lend it to others. If you forget your card, you will be required to sign into the building each day and display a guest pass at all times.

Your card is valid for the entire duration of your studies. It remains the property of Point Blank at all times and should be returned when you finish your studies.

2. NEW STUDENTS

You will be requested to upload a passport style photograph as part of the online registration process. Your photograph should be a portrait image approximately in proportion to a 6"x4" portrait photograph.

The image should be taken in colour and show your full head with your eyes open and clearly visible (with no sunglasses, tinted glasses or hair across your face). It should be free from reflection or glare on your glasses and the frames should not cover your eyes. You should be face fronting and looking directly into the camera. Your head and/or face should not be covered unless this is for religious or medical reasons.

There should be no other person in the photograph and the photograph must not have been altered with image filters (eg snapchat/face swap).

Please be aware that any unsuitable images may require us to issue you with a replacement card at a later date, for which you will incur a charge.

You will have the opportunity to confirm that the image is correct before submitting your photograph. If you do not upload your image prior to your arrival at Point Blank, there will be a considerable delay in the issuing of your ID card which will impede your access to the services Point Blank provides.

Your ID card will be provided to you at the start of your course.

3. REPLACEMENT CARDS

If your Point Blank ID card no longer works or has been damaged beyond reasonable use*, or if you have changed your personal or programme details (in terms of the information displayed on the

card), you should speak to Student Services or send an email to support@pointblankmusicschool.com to request a new one. Please ensure that you bring your existing card with you. Your replacement card will be produced free of charge.

If your card has been reported to the Police as stolen, please speak to Student Services to request a replacement, bringing with you a copy of your Police Crime Report paperwork. Your card will be produced free of charge.

Lost student ID cards (and stolen cards without Police Crime Report paperwork) should be requested by speaking to Student Services. A fee of £10.00 is charged for production of a replacement card.

Replacement cards will be available for you to collect from the Student Services team within five working days after making the request.

You must replace your card if it is lost, stolen or no longer works immediately. Failure to request a new card and pay the administration fee (if appropriate) may impede your access to services Point Blank provides.

**Working cards with superficial or cosmetic damage do not require replacing.*