

LOCKER REGISTRATION FORM

PERSONAL INFORMATION

STUDENT ID NUMBER:	PROGRAM:
FAMILY (LAST) NAME:	FIRST NAME:
LOCKER NUMBER:	CONTACT PHONE NUMBER:
REGISTRATION DATE: START DATE - MM/YY _____ TO _____ END DATE - MM/YY _____	TOTAL FEE PAID:
STUDENT SIGNATURE: _____	DATE: _____
STAFF FIRST NAME:	RECEIPT NUMBER:

LOCKER REGISTRATION: CITY CENTRE CAMPUS

Locker registration is also available online at myPortal.MacEwan.ca. Locker rental fees can be found online at MacEwan.ca.

LOCATE A LOCKER

Choose an empty locker (without a reserved sticker) and put your lock on it. Students are limited to one locker only. Switching lockers is not allowed.

ALL LOCKERS MUST BE REGISTERED

Payment should be made in full to cover the length of time you are enrolled for the year. For example, if you are a MacEwan student from September to April, you would pay the full amount for eight months.

DO NOT LEAVE YOUR REGISTERED LOCKER WITHOUT A LOCK AT ANYTIME

The locker registration fee is for the specific locker registered. If you remove your lock, the locker is considered vacated and will become available for another student to take. If you have removed your lock and put your lock on another locker, you are responsible for the new rental fee.

IMPORTANT REMINDERS

- MacEwan is not responsible for items stored in lockers.
- Locks may be brought from home or purchased from MacEwan bookstores.
- Lockers not registered by the deadline or renewed by the registration expiration date are subject to having the locks cut. Contents will be untouched and a MacEwan lock will be placed on the locker. Unclaimed items will be donated to a non-profit society after 14 days. There will be a fee to reclaim contents if claimed within the 14 days.

PERSONAL INFORMATION COLLECTION NOTICE

The collection of the personal information requested in this form is authorized under section 4(c) of the *Protection of Privacy Act* (POPA). It will be used for administration of services and management of student records and will be entered into and retained in the official university student information system database. Questions about the collection and use of this personal information should be directed to the Associate Registrar, Student Records and Services, in the Office of the University Registrar, MacEwan University, at info@macewan.ca.