

## Regent University – Student Information Card

\_\_\_\_\_  
Last Name, First Name, M.I.

\_\_\_\_\_  
Banner/University ID#

\_\_\_\_\_  
Birth date

\_\_\_\_\_  
Building Assignment and Apt. /Room #

\_\_\_\_\_  
Room Phone #

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Home Phone #

\_\_\_\_\_  
Cell Phone #

\_\_\_\_\_  
Home Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

Allergies: \_\_\_\_\_

Medical Conditions (if applicable): \_\_\_\_\_

Medications / Special Needs: \_\_\_\_\_

Emergency Contact Names(s): \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
Home Phone # Work Phone # Cell Phone #

In the event of a medical emergency, I hereby authorize Regent University staff or qualified medical personnel to call my Emergency Contacts listed above.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Please Read Before Signing:

I understand that Student Housing Policy on lockouts requires that a charge be added to my student account to cover the costs of lock changes and new keys being made. I further understand that during normal business hours each lockout after the THIRD ONE will automatically result in an administrative charge being placed on my student account. Administrative charges will occur as follows: \$25.00 for the 4th lockout, \$50.00 for the 5th lockout and \$75.00 for the 6th and all subsequent lockouts.

#	Signature	Key Code	Date Out	Time Due	Staff Initial	Date In	Staff Initial

**Attention Student Housing Staff Members:** Please remember to also fill out the Lockout Key Log. Complete a Lockout/Key Billing Form (if applicable). Flip this card to vertical position while the temporary key is out. If all the above spaces are filled, staple an additional Student Information card to this one.