

## LOCKER REGISTRATION FORM

**Locker registration is also available online at [myPortal.MacEwan.ca](https://myPortal.MacEwan.ca). Locker rental fees can be found online at [MacEwan.ca](https://MacEwan.ca).**

Students who wish to use a MacEwan University locker must register the locker and pay the registration fee. 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 remove your lock and put it on another locker, you are responsible for registering the new locker and paying a new rental fee. 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. Students are limited to **one locker only**. Switching lockers is not allowed. Locks may be brought from home or purchased from the MacEwan bookstore.

To register a locker, choose an empty locker (without a reserved sticker) and put your lock on it, then complete the sections below and return this form to the Office of the University Registrar.

**MacEwan is not responsible for items stored in lockers.**

### STUDENT INFORMATION

MacEwan ID:	Program:
Family (Last) Name:	First Name:
Locker Number:	Contact Phone Number:
Registration Date:	Total Fee Paid:
Start Date: _____ End Date: _____	

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

*A typed name will be accepted if sent from the student's @mymacewan.ca email account.*

**Staff First Name:** \_\_\_\_\_ **Receipt Number:** \_\_\_\_\_

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.

CLEAR FORM

#### PERSONAL INFORMATION COLLECTION NOTICE

The personal information requested on this form is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. It will be used for administration of services and management of student records. This information will be entered into and retained in the official university student information system database. Questions expressly related to the collection and use of this information should be directed to the Associate Registrar, Records, Office of the University Registrar, MacEwan University, at [info@macewan.ca](mailto:info@macewan.ca).