

## LOCK REMOVAL REQUEST FORM

If a student needs their lock removed by campus staff, they must make an official request. To request a lock removal from a registered locker, students must complete and submit this form to the Office of the University Registrar. MacEwan University staff will be responsible for verifying the student's identity and locker registration.

### STUDENT AND LOCKER INFORMATION

MacEwan ID:	Locker Number:	Date:
Student Name:		
Reason for Request:		

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

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

**I agree to allow MacEwan University Security Services to remove the lock on my locker. I agree to accept the responsibility of purchasing a new lock if I mistakenly remove the wrong lock.**

### STAFF VERIFICATION AND AUTHORIZATION

Verify locker number to Student Name and ID:

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Please print name)

**Staff Signature:** \_\_\_\_\_

☐ A photocopy of this form has been made for the Office of the University Registrar records

OFFICE OF THE UNIVERSITY REGISTRAR STAMP

### SECURITY CONFIRMATION

**Security Officer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Security Officer Signature:** \_\_\_\_\_

**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).