

ID Card Policy

You will be issued with an ID card on completion of enrolment. The expiry date on the card will be the anticipated end date for your programme of study at the time of issue.

As an ID cardholder, you are expected to:

- Always wear your card visibly when you are on OMG premises.
- Show your card on request to staff. You will be asked to present your card when accessing facilities and to enter formal examinations.
- Use your card responsibly. The card is unique to you and is non-transferrable. You should never allow anyone else to borrow or use your card.
- Only have one card. If you lose your card and get a replacement and then find your old card, you will need to hand in the old card to the reception.

Please note:

- ID cards always remain the property of OMG Education (OMG).
- If you find a card on OMG premises, please hand it immediately to reception.
- If you have lost your card or it has been stolen you must report it straightway to reception.

OMG ID card photo:

- You are required to provide a photo for your card. Your photo will be taken on the day that you complete your enrolment.

Interruption of studies, suspension, or withdrawal:

- All cards must be surrendered if a learner is suspended, withdrawn, or excluded.

Forgotten cards:

- If you forget your card you will be issued with a temporary pass which must be worn at all times while you are on the premises and must be returned at the end of the day.
- If you forget your card more than once you may be sent home to get your card

Card replacement:

- If you need a replacement card, please read the relevant options below:

Lost or stolen cards:

- We know things do not always go to plan, so we offer one free replacement if your card is lost or stolen during your programme of study. Visit reception and we will be able to issue you with a replacement.
- Once you have had your free replacement, if your card is lost or stolen again you will be charged a fee of £10 for every future replacement.

Damaged cards:

- If your card is damaged because of reasonable wear and tear, please bring the card to the reception and we will replace it free of charge.
- Please note we reserve the right to charge £10 for the replacement if your card has been wilfully damaged.