



Department of Biomedical and Molecular Sciences

My signature below indicates I have taken responsibility for the following:

Issued Keys:

I understand that if they are not returned at the end of my program my name will be put on the University Debtor's List.

Charge for lost keys: \$5.00 each

Charge for lost fob: \$10.00

Please note that according to the University Registrar: *'Any student with an overdue debt with the University will not be permitted to register or to receive examination results, official transcripts, or grade reports until the outstanding account is settled in full or until an acceptable arrangement for settling the account is made by the department(s) concerned.'*

Name (please print):

Signature:

Student #:

Telephone #:

Email Address:

Name of Supervisor:

Date:

Please fill out the information above and return the hard copy with original signature to Botterell Hall, room 563. Please ensure you bring all required forms with you when requesting building access (<https://dbms.queensu.ca/services/online-forms>).