

Alumni Access Card: Terms and Conditions

Visiting Regent's University London

Alumni of Regent's University London are welcome to visit campus during the normal visiting hours – 9am to 5pm, Monday to Sunday.

Alumni can use their Access Cards at our Inner Circle campus:

Regent's University London,
Inner Circle,
Regent's Park,
London,
NW1 4NS
United Kingdom

Information on how to find us: <https://www.regents.ac.uk/about/contact-us/how-to-find-us>

Alumni Access Card

- Regent's alumni are entitled to apply for an Alumni Access Card. Alumni are defined as anyone who received a verified award from Regent's University London or its preceding institutions (e.g. Webster, European Business School, Regent's Business School, American Intercontinental University).
- Alumni must apply online for a card via our website. Associate Alumni (those who have studied but not gained an award at Regent's; e.g. inbound study abroad alumni) and current students are not eligible for an Alumni Access Card. Associate Alumni may access campus by emailing alumni@regents.ac.uk for an access letter.
- Your Alumni Access Card will provide you with access to Regent's Inner Circle campus. On arrival please go to reception and present your Alumni Access Card. You will then be given a temporary entry card that will give you access to the permitted areas of campus for the day. Please ensure you carry your temporary card with you at all times on campus to provide proof of access.
- On departure please return your temporary card to reception, where your photo Access Card will be returned to you. You must leave via the main reception to hand in your temporary card and reclaim your photo ID card.
- Your Alumni Access Card will be valid for three years and will need to be renewed once expired. Please renew your card upon expiry with Security on your next visit to campus.
- The Alumni Access Card will only allow entry for the name and photographed alumnus/-a. Any visitors accompanying the alumnus/-a will need to be signed in. The alumnus/-a will act as a representative and must accompany their guest at all reasonable times.

Continued use of on-campus resources

Regent's alumni are entitled to a number of benefits and on-campus resources, including:

- access to the campus, using the Alumni Access Card
- use of publicly available spaces, such as the Quad and gardens, Refectory and Brasserie, seating spaces and nearby sockets for laptops, phones etc
- dine in our eateries including the Brasserie restaurant and Refectory
- use of a computer in the IT Centre for web browsing (*this may need to be pre-arranged to provide you with temporary login access. Please contact us if you need this*).
- use of a computer in the IT Centre for Microsoft Office (*This may need to be pre-arranged to provide you with temporary login access. Please contact us if you need this*).
- independent library study
- borrowing up to three items from the library, with the ability to renew once
- book a face to face careers advice session with one of our trained careers advisors.

Please note: no file space on the network will be allocated; no Regent's email will be given; the University gives priority to current registered students using University learning resources and therefore reserves the right to restrict access to alumni on occasions when this additional demand could compromise the experience of current students. Access to online library journals is restricted for alumni due to licensing laws.

The above benefits and on-campus resources are a lifelong offer to Regent's alumni.

Conduct on campus

Alumni are expected to abide by the Alumni Code of Conduct at all times when visiting campus. This can be found on the [Regent's University Alumni website](#). Failure to act in accordance to the code of conduct may result in the withdrawal of alumni benefits, including access to campus and the Alumni Access Card.

Replacement cards

If you lose your Alumni Access Card, please notify the Alumni Relations team as soon as possible by emailing alumni@regents.ac.uk. You can also request a replacement card via the Alumni team. Replacement cards cost £10.