

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 – 9:00am to 5:00pm, 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 campus. On your first visit, please go to reception and present your black Alumni Access Card. This will be swapped for an alumni visitor pass which will give you access to the permitted areas of campus. Please ensure you carry your alumni visitor pass with you at all times on campus to provide proof of access. You must collect your black card upon exit at reception and retain it for future visits.
- Your Alumni Access Card will be valid for three years and will need to be renewed once expired.
- The Alumni Access Card will only allow entry for the named and photographed alumnus/a. Any visitors accompanying the alumnus/a will need to be signed in, up to a maximum of 3 guests. The alumnus/a will act as a representative and must accompany their guest(s) at all reasonable times. In the event of an emergency, the alumnus/a is responsible for evacuating and accounting for all of their accompanying guests.

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
- Access to the University's wi-fi. (Please report to reception who will provide you with a code for the day. If you experience any issues please contact the IT Centre).
- independent library study (preferably between the hours of 11.30 – 14.30 when the library is less busy)
- 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 career consultants

Please note: Priority for rooms and study space will be given to students and staff during busy periods. 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 with 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.