

REQUEST TO RE-ISSUE STUDENT CARD

Students are reminded they to carry their cards when campus as you need this card to access the library, it may also need to used to record your attendance to lectures/tutorials/studios as well as any relevant student concessions.

Lost or stolen cards are to be replaced at the student's expense at \$30.00 and may take up to ten (10) working days to be re-issued. Please complete and submit with payment to Student Administration. They will advise when your card is ready for collection .

Student Details

Family Name: _____ Given Name(s): _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Ph: () _____ Mobile Ph: _____

Contact Email: _____ Student Number: _____ Session Group: _____

Re-issue reasons

Stolen Lost Destroyed

Please state the reason for requesting a new card: _____

If stolen, have you notified the Police? NO YES , if YES which police station: _____

PAYMENT DETAILS (please indicate)

| | | | |
|---|--|--|--|
| <input type="checkbox"/> Cheque/Money Order | Payable to 'Whitehouse Institute of Design, Australia' | <input type="checkbox"/> Cash \$30.00 | <input type="checkbox"/> EFTPOS** |
| <input type="checkbox"/> Visa** <input type="checkbox"/> MasterCard** <small>Credit Card and EFTPOS transactions incur 2% surcharge</small> | Card number: | Expiry date: | |
| | Cardholder name: | CCV: | |
| | Cardholder signature | Date: | |

Student Declaration

I hereby state the above information provided by me is true and correct

Student Signature: _____ Date: _____

NOTE: in the event of loss of travel concession passes, please refer to the relevant transport issuing offices or student administration.

Office Use Only

Received by: _____ Date: _____

Received: _____ Issued _____ Date: _____ Re-issued by: _____