WHITEHOUSE INSTITUTE OF DESIGN, AUSTRALIA EST. 1988

REQUEST TO RE-ISSUE STUDENT CARD

Students are reminded they are to carry their cards when on campus as you need this card to access the library, it may also be used to record your attendance to lectures/tutorials/studios as well as any relevant student concessions. Please note that student cards must be carried while traveling on transport concession.

Lost or stolen cards are to be replaced at the student's expense at $30.00. To pay by credit card call Whitehouse Finance on (07) 3188 5258. Please complete and submit this form with payment to Student Administration and a photo id (.jpg file). They will advise when your card is ready for collection.

STUDENT DETAILS

Given Name:	Family Name:	
Address:		
Suburb:	State:	Postcode:
Mobile:	Student Number:	Session Group:
Contact Email:		

RE-ISSUE REASONS

☐ Stolen ☐ Lost ☐ Destroyed

Please state the reason for requesting a new card:

If stolen, have you notified the Police? ☐ NO ☐ YES

PAYMENT DETAILS (please indicate)

☐ **EFTPOS (1.1% surcharge)**	☐ **VISA/MASTERCARD (1.1% surcharge)**

☐ **DIRECT DEBIT:** Include payment reference no/details and amount to assist with identification of your payment – ID card will be process on receipt of DD

Bank account details: Westpac – 60 Martin Place, Sydney

Payee: Whitehouse Institute Pty Ltd	BSB: 032 024	Acc No: 183 653
DATE OF DD:	REF NO:	AMOUNT:

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.

WHITEHOUSE USE ONLY			
Received by:		**Date:**	
Receipted: ☐	☐ **Issued**	**Date:**	Re-issued by:

ver 2.0 March 2026