

This form is to be completed by enrolled students wishing to request an ID card via email or post, without physically attending a campus based Customer Service Centre.

Most students studying on campus will automatically pay a \$37 annual admin and utility fee each calendar year at the time of enrolment, which covers the cost of an ID card and other resources and services.

For those students that have not paid the administration fee, a \$15 charge will be incurred for the ID card.

This form can be completed electronically (excluding credit card details), then printed and signed prior to sending to Brisbane North Institute of TAFE.

STUDENT DETAILS (please note your postal address will be used to send your ID card back)

Student Number:	
Program/Course Name:	
Study Mode:	Select

Surname: _____ Given Name/s: _____
 Postal Address: _____ Contact Phone: _____
 Suburb/Town: _____ P/Code: _____ Signature: _____

PAYMENT DETAILS (please attach money order / cheque to this form if posting payment)

I have already paid the annual admin and utility fee

Or, I would like to pay by:

Money Order Cheque Credit Card

Credit Card Type (please tick ✓) Visa Mastercard Bankcard AMEX

Card Number: Expiry Date ___/___

Cardholder Name: _____ Cardholder Signature: _____

Amount: **\$15**

FORM LODGEMENT DETAILS

Email – send this completed form along with a colour passport photo to enquiry.bnit@deta.qld.gov.au (please note if payment is required credit card details will need to be filled in)

Post – send this completed form along with an original colour passport photo (and payment if required) to:

Customer Service Centres
 Brisbane North Institute of TAFE
 Locked Mail Bag 3, Eagle Farm, QLD 4009

OFFICE USE ONLY

Payment confirmed ID card sent CSC Officer: _____ Date: _____