

Change of Details Form

Complete only those sections where your details have changed and submit this form to the office. Sections left blank will remain unchanged on your student record.

Current Student Details

Your Details – as provided with original enrolment information currently held in our records

Last Name			
First Name			
Student Number		Mobile Number	

Update Name

Documentation must be provided to support a change of name.

Note: you will also need to update your name on your **Unique Student Identifier (USI)** record prior to change of name on our system

New Last Name			
New First Name			

Update Address / Contact Details

New Address and/or contact details. Leave blank if details have not changed.

Number & Street Name			
Suburb		Postcode	
State		Country	
Phone		Mobile Number	
Email			

Update Emergency Contact Details

New Emergency Contact details. Leave blank if details have not changed.

Full name			
Address			
Relationship to you		Country	
Phone		Mobile Number	
Email			

Student Declaration

I declare that to the best of my knowledge all information and documentation provided in support of this application is true and accurate, and I acknowledge that the submission of false, incorrect, incomplete or misleading information may result in the delay or cancellation of my request for a change to my details.

Student Signature* _____ **Date** _____

** (If student is under 18, parent or suitable nominated relative must sign)*

OFFICE USE ONLY:

Date received:		Received by:	
Approval date:		Approved by:	
Date changes made*:		Changes made by:	