



## CHANGE OF DETAILS FORM

Please complete this form and submit it to a Student Services Officer for processing. Please remember you must notify the College **within 7 days** of any important contact details changing to adhere to College Terms and Conditions as well as Student Visa conditions (where applicable).

SECTION 1: Student Details	
Student Name:	Date:
Contact Number:	Student ID:
Email:	Date of Birth:
Course:	

SECTION 2: New contact details (leave field blank if there is no change to information currently on file)	
Street Address:	Suburb:
Post Code:	Contact Number:
Email:	

SECTION 3: New emergency contact details (leave field blank if no change to information currently on file)	
Name:	Home/Work Phone Number:
Mobile Number:	Relationship:
Email:	

SECTION 4: Requested update for any other important personal information on file:	
Current Details:	New Information:
Current Details:	New Information:

Section 5: Office use only	
Date received:	Date entered:
Entered into SMS by:	
Entered into PRISMS (for intl. students only) by:	Date:
Notes/comments:	

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