

AMENDMENT TO PERSONAL DETAILS

1. Please use BLOCK letters
2. Complete only details that have changed
3. Name change MUST have documentary evidence (i.e. marriage certificate or affidavit)
4. Please return this form to Information Centre at any campus

Have you lodged a certificate/diploma application? Please put YES or NO in box below.

Have you changed your address since applying for your certificate or diploma? Please put YES or No in box below.

STUDENT NUMBER

CAMPUS

SURNAME

GIVEN NAMES

STREET NO. & NAME

DATE OF BIRTH

SUBURB

POSTCODE

SEX

HOME PHONE

WORK PHONE

MOBILE PHONE

EMAIL ADDRESS

COURSE NAME:

STUDENT SIGNATURE:

DATE:

APPRENTICES ONLY

TO BE COMPLETED ONLY IF EMPLOYER DETAILS HAVE CHANGED

APPRENTICE NUMBER

EMPLOYER NAME

EMPLOYER ADDRESS - STREET

EMPLOYER ADDRESS - SUBURB

POSTCODE

EMPLOYER PHONE

STUDENT SIGNATURE:

DATE:

STUDENT RECORDS OFFICER USE ONLY

If student has lodged certificate application AND changed address, send copy of this form to Awards Officer

Sign or stamp when student record has been changed