

Application to Change Personal Details

Note:

- No request will be processed until this form is fully completed.

Section 1 : Personal Details

Name		Student ID	
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Section 2: Request Details

☐ I request to update my new Address in records. My new Address is:

Street Address			
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Suburb		Post Code	
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☐ I request to update my Contact details in Records. My New Contact Details are as:

Email		Mobile	
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☐ I request to update my Emergency contact in Records. My New Emergency contact is:

Name:		Relation:	
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Email:		Mobile:	
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Section 3: Student Declaration

I, _____ (Applicant) hereby declare that the information contained in this application is true. I also understand that there may be associated fees which I agree to pay.

Signature		Date	
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Section 4 : Office Use Only

Assessing Staff Name:			
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Comments:			
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Staff Approval Signature		Approval Date	
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Update PRISMS:	Yes ☐	No ☐	Update LMS:	Yes ☐	No ☐
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