



## Student Change of Details Form

<i>This form is to be completed if the student has any changes to their details on the internal System. The <b>ON-FILE</b> information is what we currently have in system for the student. The <b>NEW</b> information is what needs to be updated in the student file.</i>				ID No.
<b>SECTION 1 - Student Details</b>				
<b>Name:</b>		<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss	
<b>Email:</b>		<b>Tel/ Mobile:</b>		
<b>Course Enrolled In:</b>				
<b>SECTION 2 - New Details</b>				
<b>CHANGE OF NAME:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>HOME ADDRESS:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>PHONE NUMBER:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>EMPLOYER:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>EMERGENCY CONTACT:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>NEXT OF KIN:</b>	<b>ON FILE:</b>	<b>NEW:</b>		
<b>Student Signature:</b>			<b>Date:</b>	/    /
<b>SECTION 3 - Application Processing (Staff only)</b>				
<input type="checkbox"/> Updates recorded in LMS	<b>Initial</b>		<b>Date:</b>	/    /
<input type="checkbox"/> Form Completed	<b>Initial</b>		<b>Date:</b>	/    /
<b>Administrator Signature:</b>			<b>Date:</b>	/    /