STUDENT CHANGE OF CONTACT DETAILS FORM

Instructions:

1. Student to complete the form and indicate which details are being changed.
2. Submit the form to Administration with a signature and date.
3. Admin staff to confirm updates have been made in all relevant systems (SMS, LMS, PRISMS if applicable).
4. Record the action taken and file the form in the student record.

Student request	
Name:	
Student number:	
Course:	

Reason for request:

☐ Change of email address

☐ Change of home address

☐ Change of mailing address

☐ Change of phone number

☐ Other change

Please provide updated contact details:

Sign:	**Date:**

Administration action		
Name:		
Action:	☐ Student contact details updated in the student management system ☐ Student contact details updated in LMS if relevant	**Date:**
Comment:		
Sign:		**Date:**