

## CHANGE OF STUDENT PERSONAL DETAILS

Sept 20  
V 2.0

### Instructions

Students are to complete this form and submit to the College if their personal details have changed. This form must be completed by the student.  
When completed and signed, email to [info@capital.edu.au](mailto:info@capital.edu.au) or deliver to the College administration office.

### Part A: Existing Student Details

Student Last Name	
Student First Name	
Student Date of Birth	
Student ID Number	
Student email	
Student phone	
Student address	

### Part B: New Student Details

Student Last Name	
Student First Name	
Student email	
Student phone	
Student address	
Other new details	

### Part C: Declaration and signature by student

1. I have completed this form myself.
2. I understand that the College will communicate with me using the details provided in this form

Student signature	Date

### Part D: College staff to complete

- Student details on College System have been updated  
This form is to be placed in the student file when College processes are complete.

Staff member name	Staff member signature	Date