



2010 PERSONAL DETAILS VARIATION

THIS APPLICATION IS TO BE COMPLETED BY STUDENTS WHO HAVE CHANGED ANY OF THEIR PERSONAL DETAILS SINCE THEIR LAST ENROLMENT.

STAFF: ENTERED IN SMART
SIGN.....
DATE...../...../.....

Please return this form to: Student Administration,
Box Hill Institute, 465 Elgar Road, Box Hill, VIC 3128
Ph: (03) 9286 9555 Fax: (03) 9286 9018.
Email: studentadmin@boxhill.edu.au (signed PDF attachment only)

STUDENT ID							
SURNAME							
GIVEN NAMES						DATE OF BIRTH	/ /
SIGNATURE						DATE	/ /

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in the Box Hill Institute Privacy Collection Statement – available to be viewed on the Institute's web site at: www.boxhill.edu.au/privacy

1. CHANGE OF NAME **IMPORTANT:** Certified documentary evidence (ie: Marriage Certificate/Deed Poll Notice) must be attached or the original presented for viewing when submitting this form

NEW SURNAME		PROOF SIGHTED <hr/> Authorised Signature & Stamp / / Date
NEW GIVEN NAMES		

2a). CHANGE OF ADDRESS (LOCAL) (SMART Data Entry Staff: Alter original address record to status 'F' – Former and save before entering this new address as status 'A' – Active. Date of change must be date of student signature above)

ADDRESS							
SUBURB		POSTCODE					
PH (HOME)	()	PH (WORK)	()				

2b). CHANGE OF ADDRESS (OVERSEAS / PERMANENT)

PERMANENT ADDRESS							
		POSTCODE					

FUTURE CORRESPONDENCE: Do you need all future correspondence to be sent to your permanent address?
 NO YES

(SMART Data Entry Staff: If "YES" change field 01 "All Mail to be sent" to "PERMANENT" in Screen 10 – "Student Details")

3. CHANGE OF EMAIL ADDRESS

NEW EMAIL ADDRESS							
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4. CHANGE OF EMPLOYER (SMART Data Entry Staff: Alter original employer record to status 'F' – Former and save before entering this new record as status 'P' – Principle Employer).

COMPANY NAME							
ADDRESS							
SUBURB		POSTCODE					
PH (WORK)	()	FAX (WORK)	()				
CONTACT PERSON						DATE STARTED	

5. CHANGE OF EMERGENCY CONTACT

FULL NAME							
PH (HOME)	()	PH WORK)	()				

RELATIONSHIP:	
Friend F
Guardian G
Parent P
Relation R
Spouse S
De Facto D