

Update Contact Details Form

About this Form

This form is to be used when student's requesting to update their contact details including residential and postal address, contact phone number, email or emergency contact details etc.

Students **MUST** notify any of these changes to Australian Federation College within 7 days of change/s.

Student Details

Given Name/s		Surname	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Student Number			
Course Enrolled			
Address (including street number and name, suburb or town, postcode and country)		Postal Address (if different)	
Phone Number			
Email			

Updated Contact Details

Please select from the following of what you would like to change.

I need to update my residential address details. Provide details:

I need to update my postal address details. Provide details:

I need to update my contact phone number. Provide details:

I need to update my email address. Provide details:

I need to update my emergency contact details. Provide details:

Student Declaration

Information provided in this form is correct and complete to the best of my knowledge.

Name	
Signature	
Date	

Office Use Only	
Received Date	
Received By	
Processed By	
Updated in PRISMS	
Updated in SMS	
Updated in XERO	
Date	