

2018 PERSONAL DETAILS VARIATION

This application is to be completed by students who have changed any of their personal details since their last enrolment.

Please return this form to:
Student Administration, Box Hill Institute Group
Private Bag 2014, Box Hill, VIC 3128
 Ph: (03) 9286 9555 Fax: (03) 9286 9018.
 Email: studentadmin@boxhill.edu.au (signed PDF attachment only)

OFFICE USE ONLY - STAFF: UPDATED IN STUDENTONE:	
SIGN...../...../.....	DATE...../...../.....
STAFF NOTE:	
INTERNATIONAL STAMP	Y= ENTER/FILE
INTERNATIONAL STAMP	N= ENTER/COPY TO INT OFFICE
APPRENTICE/TRAINEE?	Y = DELTA TO BE UPDATED
DELTA Completed by: ____ / ____ / ____	

STUDENT ID		Are you an international student? NO <input type="checkbox"/> YES <input type="checkbox"/>
SURNAME		Are you currently studying an apprenticeship or traineeship course? NO <input type="checkbox"/> YES <input type="checkbox"/>
GIVEN NAMES		DATE OF BIRTH / /

I declare that the information I have provided on this form is true and correct.
 I have read and understood the Privacy Policy below.

SIGNATURE		DATE / /
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Tick **YOUR PRIVACY** Your personal information will be collected and used for the purposes set out in Box Hill Institute Group's Personal Information Privacy Collection Notice – available to be viewed at: www.boxhill.edu.au or www.cae.edu.au.

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

NEW SURNAME		PROOF SIGHTED _____ Authorised Signature & Stamp _____ Date
NEW GIVEN NAMES		

2a). CHANGE OF ADDRESS (LOCAL) (S1 Data Entry Staff: Please tick "Preferred" in S1 for this address type/line)

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

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 (S1 Data Entry Staff: Please alter overseas address details via modify. Then add the new overseas address line. Tick "permanent overseas" as the address type)

3. CHANGE OF EMAIL ADDRESS

NEW EMAILADDRESS	
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4. CHANGE OF EMPLOYER (S1 Data Entry Staff: Alter original employer and record end date. Then "add" new employer line)

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

5. CHANGE OF EMERGENCY CONTACT

FULL NAME			
PH (HOME) ()		PH (MOB)	

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