

# 2026 PERSONAL DETAILS VARIATION

(V2)

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:

Customer Care, Box Hill Institute  
Private Bag 2014, Box Hill, VIC 3128

Ph: 1300 269 445

Email: [customer.care@boxhill.edu.au](mailto:customer.care@boxhill.edu.au) (signed PDF attachment only)

OFFICE USE ONLY - STAFF: UPDATED IN STUDENTONE:

SIGN..... DATE...../...../.....

**STAFF NOTE:** Change of name request—before processing name changes please check: USI. Please check TFN (for students accessing HELP Loans). Check with SAS team prior to changing names.

<b>STUDENT ID</b>		<b>Are you an international student?</b> No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>SURNAME</b>		<b>Are you an Apprentice/Trainee?</b> No <input type="checkbox"/> Yes <input type="checkbox"/>	
<b>GIVEN NAMES</b>		<b>DATE OF BIRTH</b>	
<b>GENDER</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Different term <input type="checkbox"/>		
I declare that the information I have provided on this form is true and correct. I have read and understood the Privacy Policy below.			
<b>SIGNATURE</b>		<b>DATE</b>	

Tick

YOUR PRIVACY

Your personal information will be collected and used for the purposes set out in Box Hill Institute's Personal Information Privacy Collection Notice – available to be viewed at: [www.boxhill.edu.au](http://www.boxhill.edu.au) or [www.cae.edu.au](http://www.cae.edu.au)

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## 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.

<b>NEW SURNAME</b>			
<b>NEW GIVEN NAMES</b>			
<b>GENDER</b>	Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Different Term <input type="checkbox"/>		

PROOF SIGHTED

Authorised Signature & Stamp

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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## 2a) CHANGE OF ADDRESS (LOCAL) (Tick "Preferred" in S1 for this address type. For Apprentices/Trainees notify the AASN provider within 2 weeks)

<b>ADDRESS</b>				
<b>SUBURB</b>		<b>POSTCODE</b>		
<b>PH (HOME)</b>	( )	<b>PH (WORK)</b>	( )	
<b>PH (MOBILE)</b>				

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

<b>PERMANENT ADDRESS</b>				
		<b>POSTCODE</b>		

**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)

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## 3. CHANGE OF EMAIL ADDRESS

<b>NEW EMAIL ADDRESS</b>	
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## 4. CHANGE OF EMPLOYER (Alter original employer and record end date. Then "add" new employer line. For Apprentices/Trainees notify the AASN provider within 2 weeks)

<b>COMPANY NAME</b>				
<b>ADDRESS</b>				
<b>SUBURB</b>		<b>POSTCODE</b>		
<b>PH (WORK)</b>	( )	<b>EMAIL(WORK)</b>		
<b>CONTACT PERSON</b>		<b>DATE STARTED</b>		

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## 5. CHANGE OF EMERGENCY CONTACT

<b>FULL NAME</b>		
<b>PH (HOME)</b>	( )	<b>PH (MOB)</b>

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