



## **Amendment to Personal Contact Details**

Students please take this form to your faculty office or to Student Services for processing.

### **Details previously provided to SWIT:**

Student ID number (if known): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Phones - Home: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

Employer's name and address if applicable:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### **Your new details (Institute records will be updated to the following):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Term Address: \_\_\_\_\_

(If different from home address)

Postcode: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Work/Mobile: \_\_\_\_\_

Employer's name and address (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ***Office use only***

Record changed by:	Signature:	Date:
--------------------	------------	-------

**Custodian of document:** Director Organisational Services

Issue Date: 18/7/2013	Review Date: July 2015	Version: 3
-----------------------	------------------------	------------