

STUDENT REQUEST OR CHANGE OF NOTIFICATION FORM

To be filled out by the Participant and submitted to the Administration Department

Name:	ID Number:
CHANGES TO YOUR DETAILS – YOU MUST keep your details current.	
What do you wish to tell the College that has changed for your DETAILS	
<input type="checkbox"/> Change of address	<input type="checkbox"/> Change of other personal details
<input type="checkbox"/> Change of contact details –email	<input type="checkbox"/> Change of emergency contact person / family contact details
<input type="checkbox"/> Change of contact details –mobile	<input type="checkbox"/> Request for a replacement student card (fees)
Address:	
Telephone/ mobile:	Email:
Change of emergency/family contact details OR other changes to your details:	
MAKE A REQUEST FOR DOCUMENTS*	MAKE A REQUEST FOR A BOOKING OR APPOINTMENT
<input type="checkbox"/> Request a letter confirming current course and enrolment	<input type="checkbox"/> Request an appointment with student services
<input type="checkbox"/> Request a copy of academic results	<input type="checkbox"/> Request an appointment with welfare counsellor
<input type="checkbox"/> Request record of tuition fees payments and payment plan	<input type="checkbox"/> Request a booking for tutorial support session
	<input type="checkbox"/> Request an appointment with other member of staff
(* Fees may be charged for the document services)	
Please explain your request:	
Mobile:	Email:
Participant Signature:	Date:

For Office Use Only

Name correct	ID correct	Date received	
Course Fee status	Database updated	Any administration fee	
Student communication notes		Staff name & Initials	