

STUDENT REQUEST OR 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 Institute 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:	
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	
		<input type="checkbox"/> Request to make a deferment of enrollment	
Please explain your request:			
Mobile:		Email:	
Participant Signature:		Date:	

(* Fees may be charged for the document services) check Fee policy

For Office Use Only

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