



# STUDENT REQUEST OR NOTIFICATION FORM

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

Name:		ID Number:	
<b>CHANGES TO YOUR DETAILS – YOU MUST keep your details current.</b>			
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:			
<b>MAKE A REQUEST FOR DOCUMENTS*</b>		<b>MAKE A REQUEST FOR A BOOKING OR APPOINTMENT</b>	
<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		Initials	