

# Personal Details Amendment Form (Learners)

**PLEASE NOTE:** The 'save form' button is only active when the form is viewed in Adobe Acrobat software.

### Instructions for completion

1. Student completes this form to notify the Institute of a change of: **Address or Telephone number | Name | Gender | Residency or Citizenship.**
2. If notifying the Institute of a change of name, the student brings this form, together with the original of the Change of Name Registration or Marriage Certificate, to their campus Information Office.
3. Holmesglen Officer records the change of address directly on the Student Management System.
4. Holmesglen Officer scans Personal Details Amendment form against student account in Banner Document Management (BDM) system.

### Student Details (current name)

Last name:

First name(s):

Holmesglen Student ID Number:

Date of birth (dd-mm-yyyy):

Gender:

Male

Female

Other

### Change of Address or Telephone number (new contact details)

Unit number/Street number/Street name:

Suburb/town:

State:

Postcode:

Country:

Contact telephone number:

Email address:

### Change of Name (new name)

Last name:

First name(s):

Preferred name:

### Change of Gender

New gender is:

Male

Female

Other

### Change of Residency or Citizenship

New residency or citizenship is:

Permanent Resident

Australian Citizen

New Zealand Citizen

Other:

### Declaration

Holmesglen Institute complies with the Information Privacy Act 2000 and the Health Records Act 2001. Any information you provide us will be used in accordance with the Information Privacy principles in these Acts.

Student signature:

Date (dd-mm-yyyy):

### OFFICE USE ONLY - Documents sighted by authorised Holmesglen Officer

Name of Holmesglen Officer:

Date (dd-mm-yyyy):

Document sighted:

Change of Name Registration

Marriage Certificate

Visa Entitlement Verification Online (VEVO), Citizenship evidence

Action taken:

Change uploaded Banner Document Management (BDM) system