

NOTIFICATION OF

# CHANGE OF PERSONAL DETAILS

To update your contact details with the College, students can submit this form to Student Services. Please only complete the Personal Details that have changed and leave all other fields blank. You should ensure your mail is forwarded to your new address. It is your responsibility to ensure the College has your most current details within 7 days of any change. For details on how we protect the privacy of your personal details and who we may be required to share your personal information with, please see our Privacy Policy online at [www.kbs.edu.au/privacy](http://www.kbs.edu.au/privacy)

Overseas students: If you are an overseas student in Australia, please ensure you fill out the DIAC form 926 with any changes to your contact details or passport. This is your responsibility and a condition of your student visa requirements. You can get a copy of Form 926 from Student Services or online at [www.immi.gov.au](http://www.immi.gov.au)

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM AND PLEASE KEEP A COPY.**

## Personal details

Title Mr      Ms      Other (please specify):	
Family name	
First name(s)	Male Female
Date of birth (d/m/y)	Student ID
Telephone (home/mobile)	
E-mail	
Program	Date

## Emergency contact details

Family name	
First name(s)	Male Female
Telephone (home/mobile)	
E-mail	
Full address	
City	Postcode
Country	

## Current address

I hereby give notice to Kaplan Business School that I would like to change my address details:

Full address	
City	Postcode
Country	

## Name change

Supporting documentation must be attached.

Old name
New name

## New address

Full address	
City	Postcode
Country	
Please tick: Homestay      Hostel      Independent Rental	
Signature	Date

## Student declaration

I declare that the information I have provided on this form is true and correct.	
Signature	Date

**Privacy:** We recommend that you read Kaplan's Privacy Policy published on our website [www.kbs.edu.au/privacy](http://www.kbs.edu.au/privacy)

Return this form to your Kaplan Business School campus admissions office:

**Adelaide**  
Leve 1, 68 Grenfell Street,  
Adelaide SA 5000  
Tel: +61 (0)8 8215 4100  
Email: [info-adl@kbs.edu.au](mailto:info-adl@kbs.edu.au)

**Brisbane**  
252 St Pauls Terrace,  
Spring Hill, Brisbane QLD 4000  
Tel: +61 (0)7 3872 3800  
Email: [info-bris@kbs.edu.au](mailto:info-bris@kbs.edu.au)

**Melbourne**  
Level 4, 370 Docklands Drive,  
Docklands, Melbourne VIC 3008  
Tel: +61 (0)3 9626 4576  
Email: [info-mel@kbs.edu.au](mailto:info-mel@kbs.edu.au)

**Sydney**  
Level 8, 540 George Street,  
Sydney NSW 2000  
Tel: +61 (0)2 8248 6758  
Email: [info-syd@kbs.edu.au](mailto:info-syd@kbs.edu.au)

## Office use only

Staff name	Staff signature	Date
Staff position		