

## CHANGE OF CONTACT DETAILS FORM

CHOOSE YOUR COLLEGE:

Melbourne Metropolitan College

Langford English College

### Notification of Change of Contact Details

-Please provide your new details in the space provided.

-It is mandatory to update the college with any changes to your contact information within seven days of the change.

Confidentiality: To ensure compliance with the Commonwealth Privacy Act, Melbourne Metropolitan College (MMC) // Langford English College adheres to strict confidentiality protocols. We guarantee that all personal information will remain confidential unless you specify otherwise. Please note that in accordance with MMC's // Langford English College's Privacy Policy, information recorded on this form will not be disclosed to any external entities.

### Student Details

Student Name:			
Date of Birth:	/	/	Student ID:

### Student Contact Details

(Please note, all correspondence will be sent to this address & email)

Number and Street:			
Suburb/Town:		Town/City:	
State:		Postal/Zipcode:	
Mobile Number:		Email:	

### Emergency Contact Details

(Please note that this person will be contacted if we fail to make contact with you)

Contact Name:			
Number and Street:			
Suburb/Town:		Town/City:	
State:		Postal/ Zip code:	
Mobile Number:		Email:	
Student's Signature:		Date:	/ /

### For Office Use Only

Update Axcelerate		Updated on PRISMS	
Staff Name:		Staff Name:	