FOR28 CHANGE OF PERSONAL INFORMATION

PART A – INFORMATION TO STUDENT

This form is to use for change to Personal Information

1. **Change of name, gender, date of birth**

    a. **International Students:** the details you provide us (Your name, gender, home address) must match the same details in your valid Passport

    b. **Domestic Students**: the details you provide us (your name, gender, date of birth, home address and Tax File Number) must match the same details held by the Australian Taxation Office (ATO). If they don't match, we won't be able to verify your Tax File Number and you won't be eligible for a Vet Student loan. This means you'll need to pay your course fees up-front to SCEI

    Make sure your personal details at SCEI match those at Centrelink:

    - to minimise possible interruptions to your Centrelink support payments
    - to minimise you needing to provide proof of enrolment to Centrelink
    - to ensure SCEI is able to accurately report data.

2. **Change of address:**

    Student is required to provide your address to SCEI within seven days of:

    - arriving in Australia
    - changing your address.

3. **Responsibility to notify:**

    It's student's responsibility to update any changes to their name and address. We accept no responsibility if:

    - We don't have your current address
    - Students don't receive important communications (eg supplementary or deferment, examinations and SCEI notification)

4. **How to submit this form?**

    - Fill in all relevant fields
    - Sign the declaration
    - Submit this form with supporting documents via email or in person at Reception or to Student Welfare Officer

Melbourne: 155-161 Boundary Road, North Melbourne VIC 3051
52 – 56 Chetwynd St, West Melbourne, VIV 3003
41 Boundary Road, North Melbourne VIC 3051
Adelaide: 14 -16 Grote Street, Adelaide SA 5000
Email: enroll@scei.edu.au / **Phone: +**61 3 9602 4110
Web: www.scei.edu.au

PART B – STUDENT DETAILS	
Student ID	
Student First Names	
Student Last Names	
Date of Birth (DD/MM/YYYY)	
Gender	Female Male Indeterminate/Intersex/Unspecified

PART C – CHANGE OF PERSONAL INFORMATION DETAILS		
Change of name, gender, date of birth *Note: Details must match documentation*		
New Gender Identifier	Female Male Indeterminate/Intersex/Unspecified	
New preferred First Name		
New preferred Last Name		
Change of address, email, phone number		
New address location and postcode of the suburb, locality; or town in which you usually live?	Building/Property name	
	Flat/ Unit Number	
	Street Number	
	Street Name	
	Suburb, Locality or Town	
	State/ Territory	
	Post Code	
New Phone Number		
New Email Address		

PART D – STUDENT DECLARATION

I hereby declare that I have submitted the required documents

I authorise SCEI staff to update my details

Student's Name (Printed)	
Student's Signature	
Date	

3

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OFFICE USE ONLY

Step 1: Receiving Extension Form	
This section is to be completed by the **SCEI staff who is receiving** the Application from the student.	All required sections completed Student Signature Supporting Documents provided (if relevant)
Staff Name:	
Staff Signature:	
Date:	

Step 2: Assessment of Application	
This section is to be completed by the **Administration Officer and/or delegate** who is assessing the application.	**Application Approved** Student has been provided with the requested document Copy of the requested document attached with this form
	Application Rejected Student notifies in writing Copy of written notification attached with this form
Staff Name:	
Staff Signature:	
Date:	

Step 3: Admission	
This section is to be completed by the **Administration Officer and/or delegate** who is assessing the application.	Student Management System updated
	Signed Form and relevant documents uploaded into Student Management System
	COE updated
Staff Name:	
Staff Signature:	
Date:	