MONASH College

VARIATION TO PERSONAL DETAILS

Please lodge this form at any Monash College
Student Administration Counter

□ Diploma □ Monash University English Language Centre □ Foundation Year

Student ID number

Details as Currently Displayed on Record

Title: Mr/Mrs/Ms/Dr

Family Name

Given Name/s

D D M M Y Y

Date of Birth

Correction of Date of Birth (can only be changed if proof is attached – see below)

Correct D D M M Y Y

Date of Birth

Change of Name Request

New Name Details (can only be changed if proof is attached – see below)

Title: Mr/Mrs/Ms/Dr

Family Name

Given Name/s

Signature with old name _____

Signature with new name _____

Acceptable forms of proof for change of name include **certified copies** of:

- Birth certificate
- Divorce Decree
- Change of Name Decree
- Statutory Declaration
- Passport

A name change cannot be changed retroactively. For example, if you were awarded a diploma in 2000 as Joan Smith, your name change will not affect that award. Name change is effective only for current enrolment.

The completed form and supporting documents must be returned to the Student Administration Counter. Upon request, an updated ID card will be issued if you are a currently enrolled student.

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For office use only

Date received _____ Date sent to Central Enrolments _____ Initials ____

The information on this form is used for the primary purpose of processing your request. Other purposes for collection include: correspondence, administrative matters, statistical analysis, compliance and legislative reporting requirements. If you do not complete all the questions on this form, it may not be possible to process your request. Information can be found in the Student Privacy Collection Statement at http://www.monashcollege.edu.au/__data/assets/pdf_file/0014/15008/mc-student-privacy-statement.pdf on how to obtain your personal data, modify your details, or how to make a request to stop receiving information from us. You have the right to access personal information that Monash College holds about you, subject to legislation, by contacting the Monash College Privacy Officer via email privacy@monashcollege.edu.au