



## Change of Contact Details Form

### Note to Students

Please complete this form and submit to (ACE) – info@acemelbourne.edu.au, if there is any change in your contact details including change of address.

### Personal Details

|            |  |         |  |            |  |
|------------|--|---------|--|------------|--|
| Given Name |  | Surname |  | Student ID |  |
|------------|--|---------|--|------------|--|

### Details of Change Permanent Address

|         |  |       |  |          |  |
|---------|--|-------|--|----------|--|
| Address |  |       |  |          |  |
| City    |  | State |  | Postcode |  |
| Country |  |       |  |          |  |

### Details of Change Postal Address

|         |  |       |  |          |  |
|---------|--|-------|--|----------|--|
| Address |  |       |  |          |  |
| City    |  | State |  | Postcode |  |
| Country |  |       |  |          |  |

### Details of Change Contact Details

|               |  |        |  |
|---------------|--|--------|--|
| Phone Number  |  | Mobile |  |
| Email Address |  |        |  |

Student Signature:

Date:

### Office Use Only

Student Management System Updated

PRISMS updated

|                |  |              |  |
|----------------|--|--------------|--|
| Date Received  |  | Received by  |  |
| Date Processed |  | Processed by |  |