

CHANGE OF STUDENT DETAILS FORM

The following form is to be completed by students wishing to change their student information details with BCTA. It is the responsibility of the student to ensure that all information supplied is correct and up to date.

STUDENT DETAILS	
Student ID:	
Student Name:	
Old Address:	New Address:
Old Phone Number:	New Phone Number:
Old Mobile Number:	New Mobile Number:
E-mail: (Please print clearly)	

EMERGENCY CONTACT DETAILS	
First Name:	
Surname:	
Phone No.:	
Mobile No:	

STUDENT DECLARATION	
I hereby declare that all the information provided in this form is true and correct.	
_____ STUDENT'S SIGNATURE	_____ DATE
IMPORTANT NOTICE!!	
<ul style="list-style-type: none"> <u>This form MUST be submitted to the Reception in order to avoid loss or delay in processing of this Application.</u> <u>Ensure that all the supporting documents (if applicable) are attached with this application.</u> <u>Ensure that this application form and supporting documents that you are submitting are checked by the staff receiving your application.</u> 	

THIS PAGE IS FOR OFFICE USE ONLY

STEP 1: RECEIVING APPLICATION	
<p>This section is to be completed by the staff who is receiving the application from the student.</p>	<p><input type="checkbox"/> All Required Sections Completed</p> <p><input type="checkbox"/> Student Details Provided</p> <p><input type="checkbox"/> Student Signature</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p style="text-align: center;"><i>Please forward this to the Administration Coordinator for assessment.</i></p>
STEP 2: UPDATE VETTRAK	
<p>This section is to be completed by the Administration Coordinator and/or delegate who is updating the information in VETTRAK.</p>	<p><input type="checkbox"/> Student Details Updated in VETTRAK</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p style="text-align: center;"><i>Please forward this to the Admin Officer for filing.</i></p>
STEP 3: FILING	
<p>This section is to be completed by the Admin Officer who is filing this application and all supporting documents in the student's admin file.</p>	<p><input type="checkbox"/> Step 1 and Step 2 have been completed</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p style="text-align: center;"><i>Please file in the student admin file.</i></p>