



University of Ballarat Higher Education
PO Box 663 Ballarat VIC 3353 Australia

Change of Contact Details

<input type="text"/>	<input type="text"/>	<input type="text"/>
University of Ballarat Student ID Number	Program Code	Year Level
<input type="text"/>	<input type="text"/>	<input type="text"/>
Campus or Provider and Location	Campus Code	

Students studying in Australia can update their contact details online using my Student Centre located at mysc.ballarat.edu.au

Official University of Ballarat correspondence throughout the year, including breaks, will be sent to your nominated mailing address or your University of Ballarat email account. The University of Ballarat is not responsible if official correspondence fails to reach a student who has not notified their change of address.

Personal Details: Title First Name

Other Names

Family Name

Date of Birth / / Gender Male Female

Are you an International Student studying in Australia? Yes No

International students are required to have this form signed by a representative from International Student Programs (ISP) or your education provider before submitting it to Student Administration, Mt Helen Campus. International Students must notify change of address to ISP or your education provider within seven (7) days.

Contact Details: I wish to advise the University of the following change/s to my:

Change my: **Permanent home address** (overseas home address if applicable)

Suburb/Town/City

Country State Post Code

Change my: **Home address during Semester:**

Suburb/Town/City

Country State Post Code

Change my: **Mailing address during Semester and Lecture Breaks:**

Suburb/Town/City

Country State Post Code

Change my: **Contact telephone numbers during Semester and Lecture Breaks:**

Semester Home ()

Lecture Break Home ()

Australian Mobile

} Please indicate preferred telephone contact

Change my: **Home eMail**

Change my contact details from: The date lodged at Student Administration, Mt Helen Campus **or** The following date / /

Declaration: I declare that I have read the instructions and that the information submitted on and with this form is complete and accurate in all respects. I acknowledge that the provision of incorrect information may result in the termination of my enrolment with the University of Ballarat. I agree to release and indemnify the University of Ballarat and its officers, employees, agents, partners and contractors from and against any liability, claim, action, demand, loss or expense (including legal costs) arising out of or in any way connected with the provision of incorrect information. I authorise the University of Ballarat to amend my contact details effective from the date indicated above.

Student Signature Date / /

Distribution List: Student Administration School

Partner Provider (PP) or International Student Programs (ISP) Noted: *(If applicable.)*

PP or ISP Program
Coordinator Name

PRISMS Updated
(If applicable)

PP or ISP Program
Coord. Signature

Date / /

Copy on file at PP or ISP. Original to be sent to Student Administration, Mt Helen.

Student Administration, Mt Helen (Office Use)

mySC Updated
(Please tick)

Entered by:

ISP has been sent a copy
(If applicable)

Date / /

Comments