Bendigo Livous Training Institute Pty Ltd
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BENDIGO LIVOUS INSTITUTE
INTO WORKFORCE SKILLS

Amendment to Personal Details

This form is to be used to inform Bendigo Livous Training Institute about any changes to your personal details that may arise during your course. (This includes any changes to your address, contact phone numbers and email address.)

Students must also notify your education provider of any change in your residential address or contact details ***within 7 days of the change.***

Student Name: _____ **Student No.** _____

Course undertaken: _____ **Group No:** _____

Previous details

Address: _____

Phone: _____ Mobile: _____

Email: _____

New details

Address: _____

Phone: _____ Mobile: _____

Email: _____

Student Signature: _____ Date: ____/____/____

Office Use Only:		
Entered in Student File	Entered by: _____	Date Entered ____/____
Entered on VETTRAK	Entered by: _____	Date Entered ____/____
Entered in PRISMS	Entered by: _____	Date Entered ____/____
Entered in Finance	Entered by: _____	Date Entered ____/____

Amendment to Personal Details Form - V1.1
Implemented: June 2016 Review: July 2017