



Student Number: \_\_\_\_\_

Date Request Submitted: \_\_\_\_\_

Student's First Name & Surname: \_\_\_\_\_

Qualification: \_\_\_\_\_

Core Discipline (If applicable) \_\_\_\_\_

Student Contact Number(s): \_\_\_\_\_

I/We, \_\_\_\_\_, ID/PASSPORT NUMBER  
\_\_\_\_\_, (Fee Payer) and  
\_\_\_\_\_, (Student), (the undersigned) require and  
thus hereby request and authorise the changes appearing  
below to be made to the Registration Contract. The amendment  
supersedes any and all previous changes requested or made to  
this section of the contract.

Are you both the student and the Fee Payer? Yes  No

Do you wish to update your address? Yes  No

Which address would you like to update: Current Address  Address for Correspondence  Permanent Address   
Office Address  Fee Payer Address

New Address
Home/postal address
Suburb
Postal code
City

Do you wish to update your core discipline? (If relevant to your Qualification) Yes  No

Current Core Discipline	New Core Discipline

Do you wish to add modules? Yes  No

Do you wish to de-register from modules? Yes  No

Indicate Module Code/s

Indicate Module Code/s

Do you wish to update your payment term selection? Yes  No

Current Payment Selection	New Payment Terms Request

Please note that copy of the Fee Payers ID and Proof of Banking details (not older than 3 months) must be included with this request.

Do you wish to change your Fee Payer details? Yes  No

	Current Fee Payer Details	New Fee Payer Details
Name		
Address		
Address		
Postal code		
City		
Contact detail/s		

Do you wish to add a Debit Order/ amend an existing Debit Order? Yes  No

Debit Order Details	Current Debit Order (if applicable)	New Debit Order
Debit Order Date (1,15, 25)		
Account Type (Cheque, Savings, Transmission)		
Bank Name		
Branch Code		
Account Number		
Account Name		
Debit Order Amount		

Fee Payer (Full Name) \_\_\_\_\_ Fee Payer (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Student\* (Full Name) \_\_\_\_\_ Student (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Signatories confirm acceptance of the changes requested herein to be made to the contract and warrant that they have authority to sign.

#### TERMS AND CONDITIONS

*The authorised requester does hereby warrant their understanding that any consequential change to the agreement resultant of the amendment (e.g. increased fees/mode of delivery) will be effected with this request. I, the student, have consulted with the Fee Payer who is aware of the changes to the contract and the fees.*

Please note that if there are any financial implications as a result of the above amendments - these will be communicated to you via Assist.

#### **Important:**

This document must be printed and signed by the Fee Payer and the Student before being submitted to the campus.

\*Student signature not required if the same as Fee Payer.