



## Application for Student Change of Details

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### Student Change of Details

- I am a student of Ruby Institute and wish to advise a change of :
- Name (please provide proof of change of name)     Home Address     Contact Details
- Other: \_\_\_\_\_     Employer / Workplace

Student Name (as on current records): \_\_\_\_\_ Date of Birth:    /    /

Current Course: \_\_\_\_\_

### Please provide new information below

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name/s: \_\_\_\_\_

Home Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Workplace/ Employer (workplace based courses): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Organisation Change of Details

- I am an organisation/ client/ employer of a student of Ruby Institute and wish to advise a change of :
- Company or Business Name     Business or Postal Address     Contact Details
- Other: \_\_\_\_\_     Contact Person

### Please provide new information below

Business Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Business and/or Postal Address: \_\_\_\_\_

Ph: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to the head office.**