You should use this form if you need to update any contact details, including name, address or phone number.

|  |  |  |  |
| --- | --- | --- | --- |
| Current details held | | | |
| Student name |  | Student number |  |
| Address |  | | |
| Contact number |  | | |
| Email Address |  | | |
| Signature |  | Date |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please specify what you would like to update | | | | |
|  | Name | | | |
|  | Address | | | |
|  | Contact number | | | |
|  | Email address | | | |
| New details (leave blank if the same) | | | | |
| Student name | |  | Student number |  |
| Address | |  | | |
| Contact number | |  | | |
| Email Address | |  | | |
| Signature | |  | Date |  |

Where to submit your form

Once completed submit this form to the University Studies Office.

Email: Universitystudies@wsc.ac.uk

Post: University Studies,

West Suffolk College

Out Risbygate

Bury St Edmunds

IP33 3RL

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| For office use only | | | |  |  |
| Checklist | | | | Yes | No |
| Details updated on UnitE | | | |  |  |
| Signed |  | Date |  | | |