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 |  |