

Change of Circumstance Form

Have your circumstances changed?

If your circumstances change after you start your course you must tell us straight away. Please complete this form and submit electronically to Broome Courses at broome.courses@nd.edu.au or in person to 88 Guy Street, Broome WA.

What is a change of circumstance?

A change of circumstance may be either of the below:

- Change of name – married, divorced, changed by deed poll
- Change of address – cease to reside in the Kimberley
- Change of Visa status – eg become a Citizen or Permanent Resident
- Disability – become disabled in some way, this would include a physical disability or mental illness
- Funding – cease to become a funded student or change in VET Student Loan arrangement

STUDENT DETAILS

This section must be completed in full

Student Name	Student ID
Date of Birth	
Current Postal Address	
Phone Number	Email Address
Qualification Code	Qualification Title

CHANGE OF CIRCUMSTANCE

Please complete relevant section/s below

Please indicated which circumstance has changed for you:

Name	<input type="checkbox"/>	Citizenship:	<input type="checkbox"/>
Term Address (ie where you live during your period of study)	<input type="checkbox"/>	Funding Arrangement	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you ticked *Other* above, what is the nature of your change of circumstance?

Change of Circumstance Form

Please describe the nature of the change to your circumstance.

Please indicate the date in change of your circumstance:

Effective ***From*** Date:

Effective ***To*** Date:
(if known)

If there has been a change to your circumstances the University requires supporting documents proving this change. Please submit the supporting documents indicated below, together with this completed Change of Circumstance Form, as indicated below.

Change of Circumstance	Documentation Required	Supporting Document Attached
Name	Change of Name Certificate or Marriage Certificate	<input type="checkbox"/>
Term Address	Proof of address during duration of study eg utility bill	<input type="checkbox"/>
Visa Status	Citizenship Certificate/Visa Certificate	<input type="checkbox"/>
Disability	Medical Certificate from a health professional	<input type="checkbox"/>
Funding	Proof of address within Kimberley region during duration of study eg utility bill	<input type="checkbox"/>
Other	Determined by the nature of change of circumstance. Please speak with VET Administration Officer to determine if documentation is required.	<input type="checkbox"/>

Office use only
Date received:

Student Signature: _____ Date: _____