



Queensbury College

Change of Address Form

Data Protection Act 1998

The data collected on this form will only be used for the purpose of student and course administration as required by the University and will be retained securely on your file. If you change your address, complete this form and return it to the I.T. Department (Room 111, Trocoll House, Wakering Road, Barking, IG11 8PD).

Part 1 - To be completed by student PERSONAL DETAILS

Surname		First Name	
Date of Birth			

Course

Session

Any information we need to send you will be sent to your **term-time** address during the academic year. After the end of the 2nd semester, examination results and re-enrolment details will be sent to your **permanent address**. At the end of your course, your award certificate will be sent to your **permanent address**. Please ensure that you update the relevant addresses below.

Enter your new term time address here:

Post Code

Tel / Mob No. **Email**

Date: _____

Sign _____

Faculty Office Use:

Computer Record Updated

Date: _____ Initial _____ Print Name: _____