



# Change of Student Information

## INSTRUCTIONS:

This form should be used if the student wishes to inform acbt of change of address, telephone numbers or e mail address

I wish to amend my information in the portal ( Please ✓ )

1) Address

2) Telephone number

3) Email address

New

.....

Old

.....

Student ACBT ID :.....

Course: .....

Student Name :.....

Date :.....

Student Signature:.....

This form should be completed and handed over to **Student Records**.  
Student Records Division will update the information within 5 working days.

### **IMPORTANT NOTE:**

***Current (enrolled) students are required to notify ACBT Students Records Division in writing or online of a change of address, telephone number or e-mail address within 7 days of such change. ACBT is not liable if a student misses important communication due to non-notification of the above***

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### **Receipt of change of student Information at the student records**

Student ID :.....

Received date :.....

Signature of Officer :.....