

## Six Monthly Confirmation of Student Contact Details

The Student Support Services Officer is to copy the text below (as is), into an email to be sent from Westin College –to each enrolled student in order to confirm the students contact details.

--EMAIL TEMPLATE--

### RE: CONFIRMATION OF CONTACT DETAILS

Dear

Twice per year, Westin College is required to conduct a check of each enrolled student’s current recorded contact details.

You are required to complete the following and send it back to the Westin College Student Services Staff via – “Reply” email or copy and paste in an email back to: [admissions@westincollege.com.au](mailto:admissions@westincollege.com.au)

You are required to complete the above within THREE (3) working days from the date of this email.

Please reply to this email with one of the following responses

1. **DETAILS CORRECT** - When NO CHANGES are made to your contact details below

OR

2. **UPDATES REQUIRED** - Please ensure ALL YOUR details provided below are accurate and current

Student is required to complete the following:

<b>Student Name:</b>		<b>Student ID:</b>	
<b>Course Name:</b>			
<b>Commencement Date:</b>			
<b>Contact Details</b>			
<b>Residential Address</b> (In Australia)			
<b>Telephone Number/s:</b>	H:		
	M:		
<b>Students Nominated /Primary Email Address:</b>	<i>Please remember to logon to your nominated (or primary) email address at least once EVERY week!</i>		
<b>Other Email: (Backup)</b>			

**Remember:** Students can update their contact details at any time, by logging onto the Westin College Student Portal which is available via our website: [www.westincollege.com.au](http://www.westincollege.com.au). If you are unsure about how to access the Student Portal, please contact the College Student Services Staff, in the Campus reception.

#### Office Use only

- Details unchanged, no update in SMS required  
 Details have changed – I confirm that the SMS has been updated  
 PRISMS contact details reviewed/updated as appropriate (if applicable)  
 Saved on the Students File - Date: \_\_\_\_\_

Yours sincerely

StudentServicesOfficer

Email: [admissions@westincollege.com.au](mailto:admissions@westincollege.com.au)

Web: <https://westincollege.com.au/>

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