

CHANGE/UPDATE OF PERSONAL PARTICULARS NOTIFICATION FORM

Please complete the necessary fields below if there are any changes to your home address, contact details and/or priority of preferred contact person. You can submit this form to Student Services or email a copy to studentservices@nexus.edu.sg for it to be processed within 2 – 3 working days.

Name of Student(s):

Date of Request : _____

Full Name: _____ Class: _____
Full Name: _____ Class: _____
Full Name: _____ Class: _____
Full Name: _____ Class: _____

Fill in information to be updated as appropriate:

Father's Name: _____ **Profession:** _____

Phone / Mobile #: _____ Home: _____ Office: _____

Email: _____

Home Address: _____

Please tick if you
wish to change
this to your
preferred point of
contact

Yes No

Mother's Name: _____ **Profession:** _____

Phone / Mobile #: _____ Home: _____ Office: _____

Email: _____

Home Address: _____

Please tick if you
wish to change
this to your
preferred point of
contact

Yes No

Guardian's Name*: _____ **Profession:** _____

Phone / Mobile #: _____ Home: _____ Office: _____

Email: _____

Home Address: _____

Please tick if you
wish to change
this to your
preferred point of
contact

Yes No

Learner's Name: _____

Phone / Mobile #: _____ Home: _____

Email: _____

Home Address: _____

Name of Hostel*: _____

*if applicable

Contact Person & Mobile #: _____

FOR OFFICIAL USE ONLY

Received By (Name and Signature)

Date

Recorded By (Name and Signature)

Date

CONFIDENTIALITY POLICY

Data and Information collected will be treated as confidential and is for official use by the School only. Unless requested by government agencies, written permission will be obtained from you if the data is used for purposes beyond the original intent.

Version 3.1 @ 23 July 2018