



## STUDENT PERSONAL DETAILS

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Given Name: \_\_\_\_\_  
Surname: \_\_\_\_\_  
Course: \_\_\_\_\_  
Address: \_\_\_\_\_  
P/Code: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
In case of emergency: Contact name: \_\_\_\_\_  
Contact number: \_\_\_\_\_

Do you suffer from any medical condition of which the institute should be aware?

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### PERSON RESPONSIBLE FOR PAYMENT OF FEES

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Country: \_\_\_\_\_ Telephone: \_\_\_\_\_

### OVERSEAS DETAILS (IF APPLICABLE)

Address: \_\_\_\_\_  
Country: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_

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#### PRIVACY STATEMENT

Your right to privacy is important to Raffles College of Design and Commerce and all personal information collected about you is treated as confidential. This statement applies to the collection of any personal information we collect on you. You may request access at any time to information we hold about you and ask us to correct it if you believe it is inaccurate, incomplete or out of date. We will only disclose your personal information if you request us to do so in writing, or where the law permits or requires us to do so. In these circumstances, the minimum amount of information required or requested will be disclosed. Personal information may also be shared with the Australian Government, designated authorities, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. This information may include personal and contact details, course enrolment details and changes, and circumstances of any suspected breach by the student of a student visa condition.

#### *Office use only*

Date received: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Librarian notified |  Recorded in DB Date: \_\_\_\_\_ Signature: \_\_\_\_\_