



## CHANGE OF PERSONAL DETAILS

(Please circle the particulars you wish to change)

- Change of Address
- Change to Bank Account Details
- Request for Annual Leave
- Request for Additional Superannuation Deductions
- Request for Additional Tax Deductions
- Request for change to HECS circumstances
- Request for Compassionate Leave
- Request for leave without pay

NAME: \_\_\_\_\_

AUTHORISED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

PROCESSED BY: \_\_\_\_\_

Please provide details of change below:

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SIGNATURE: \_\_\_\_\_

DATE COMPLETED: \_\_\_\_\_