

## Student Change of Contact Details Form

### *Purpose:*

This form is used to update a student's contact details and ensures the RTO maintains current and accurate records. It supports the requirement to be able to contact students and to notify the Department of Home Affairs of address changes for international students, as per:

- Standards for RTOs 2025 – Standard 4.4 (Data collection)
- National Code 2018 – Standard 5 and 6.

### *Instructions:*

1. Student to complete the form and indicate which details are being changed.
2. Submit the form to Administration with a signature and date.
3. Admin staff to confirm updates have been made in all relevant systems (SMS, LMS, PRISMS if applicable).
4. Record the action taken and file the form in the student record.

## Student request

**Name:**

**Student No#:**

**Course:**

### Reason for request:

- ☐ Change of email address
- ☐ Change of home address
- ☐ Change of mailing address
- ☐ Change of phone number
- ☐ Change of Emergency Contact details
- ☐ Other change

### Please provide updated contact details:

**Sign:**

**Date:**

## Administration action

**Name:**

**Action:**

- ☐ Student contact details updated in the student management system
- ☐ Student contact details updated in LMS if relevant

**Date:**

**Comment:**

**Sign:**

**Date:**