



<b>Form No:</b>	<b>CF-002</b>	
<b>Form Name:</b>	Student information update form	

**AREA OF SERVICE- STUDENT INFORMATION UPDATE FORM**

WHERE A STUDENT CONTACT DETAILS CHANGE WHILE STUDYING WITH THE SIT, THE STUDENT MUST ADVISE SIT OF THESE CHANGES WITHIN 5 WORKING DAYS. THESE DETAILS INCLUDE BUT ARE NOT LIMITED TO DETAILS SUCH AS ADDRESS AND CONTACT PHONE DETAILS.

Student ID:		Name:	
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Mark 'X' in the changed column for the updated information.

Changed	Contact Mode	Contact Details							
X	Mobile Number:								
X	Home Phone Number:								
X	Email address:								
X	Home Address:								
X	Preferred Mode of contact:	X	Mobile	X	Home phone	X	Email	X	any of them
X	Relative or Friend in Australia:								
X	Contact Overseas:								



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Declaration,  
 I declare that the information supplied on this form is correct and complete.  
 I acknowledge that the provision of incorrect information or the withholding of relevant information may affect my enrolment at RTO.

Signature		Date	/ /
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**Office Use Only**

<b>Received by Administration</b>	Name:		Date:	/ /
<b>Administration Executive Signature</b>			Date:	/ /
<b>Action Required</b>	<b>Actioned By</b>		<b>Date</b>	
-Database updated			/ /	
-All documents filed in student folder – Administration Department			/ /	