



Change of Contact Details Form

Purpose: This form is used to notify the RTO of any changes to a student's personal contact details, including phone number, email address, and residential or postal address. Keeping contact information up to date is essential to ensure the student receives important communication regarding their course, academic progress, enrolment, compliance, and support services. Students are required to notify the RTO of any changes to their contact details within 3 business days of the change.

Student Full name:	
Student ID:	
Phone contact:	
Qualification Name:	

Section 1: Update Contact Information

Please complete only the fields that require updating.

New Mobile Number:	
New Email Address	
New Residential Address:	
New Postal Address (if different from residential):	

Section 2: Student Declaration

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I declare that the information provided above is true and correct. I understand that it is my responsibility to notify the RTO of any changes to my contact details to ensure I receive all important communication relating to my course, visa (if applicable), and student records.

Student Signature:	
Date:	

Section 3: Office Use Only

Received by:	
Staff Signature:	
Date Updated in Student Management System:	<input type="checkbox"/> Yes <input type="checkbox"/> No

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