# CHANGE OF DETAILS FORM

**Important Instructions:**
- It is mandatory for every student to complete this form every six months during their enrolment.
- All duly completed forms must be submitted to the Administration department.

<table>
<thead>
<tr>
<th>Student’s First Name</th>
<th>Surname:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth: (dd/mm/yyyy)</td>
<td>Student #</td>
</tr>
</tbody>
</table>

**Qualification Studying:**
(Please ☐ box applicable)

- ☐ Certificate IV in Business (BSB40207)
- ☐ Diploma of Management (BSB51107)
- ☐ Advanced Diploma of management (BSB60407)
- ☐ Certificate IV in Marketing (BSB41307)
- ☐ Diploma of Marketing (BSB41307)
- ☐ Advanced Diploma of marketing (BSB60507)

**Information to be updated**
(Please ☐ box applicable)

- ☐ Update my contact details
- ☐ Notify change(s) in my circumstances
  - **Summary of changes:**
  - ☐ Notify change(s) to my passport
  - **Details** Changes to my Passport:
- ☐ Notify about other changes (other than those listed above)

**Current Residential Address:**

<table>
<thead>
<tr>
<th>Home Phone No:</th>
<th>Mobile No:</th>
</tr>
</thead>
</table>

| Email: |

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**Policy/Form Name:** Change of Details Form

<table>
<thead>
<tr>
<th>Policy/Form No</th>
<th>Change of Details Form</th>
<th>Created Date</th>
<th>August 2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>F 4</td>
<td>AAIT V 4</td>
<td>Last Modified Date: May 2013</td>
<td></td>
</tr>
</tbody>
</table>

ANGAD Australian Institute of Technology, CRICOS Code: 02970M, Provider Code: 22073

Page Sequence: Page 1 of 2
Student Declaration:

I understand that ANGAD Australian Institute of Technology may distribute my personal details as indicated in the statement:

“Information is collected on this form to meet the Institute’s obligations under the ESOS Act and the National Code 2007; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form can be provided, in certain circumstances, to the Australian Government and designated authorities. In other instances information collected on this form or during your enrolment can be disclosed without your consent where authorized or required by law.”

Student’s Signature:  

Date (dd/mm/yyyy):  

For Office Use Only

Information processed by:  

Date  

Admissions Manager Signature:  

Date