

## 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 TEAM.  
 All Trainers & Admin staff must coordinate with student to facilitate this process

Student's First Name:		Surname:	
Date of Birth: (dd/mm/yyyy)		Student ID:	
Qualification Studying: (Please <input type="checkbox"/> box applicable)	<input type="checkbox"/> Diploma of Leadership & Management (BSB50420) <input type="checkbox"/> Advanced Diploma of Leadership & Management (BSB60420) <input type="checkbox"/> Diploma of Information Technology (ICT50220) <input type="checkbox"/> Advanced Diploma of Information Technology (ICT60220) <input type="checkbox"/> Graduate Diploma of Management (Learning) (BSB80120) <input type="checkbox"/> Certificate III in Commercial Cookery (SIT30821) <input type="checkbox"/> Certificate IV in Kitchen Management (SIT40521) <input type="checkbox"/> Diploma of Hospitality Management (SIT50422) <input type="checkbox"/> Advanced Diploma of Hospitality Management (SIT60322) <input type="checkbox"/> ELICOS		
Information to be updated (Please <input type="checkbox"/> box applicable) (Please attach additional sheets securely to the form, to write details of changes to your current circumstances, if required)	<input type="checkbox"/> <b>Update my contact details Current</b> Residential Address: Home Phone No: _____ Mobile No: _____ Email: _____ <input type="checkbox"/> <b>Notify change(s) in my Circumstances</b> Summary of changes: _____ <input type="checkbox"/> <b>Notify change(s) to my passport Details</b> Changes to My Passport: _____ <input type="checkbox"/> <b>Notify about other changes (other than those listed above)</b> _____ _____		

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

*"Information is collected on this form to meet the Institute's obligations under the ESOS Act 2000 and the National Code 2018; 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 2019, and the National Code of Practice for Providers of Education and Training to Overseas Students 2018. My details may be disclosed to the Australian Government, its agencies, the Tuition Protection Service and other authorised organisations as required by law. I accept my responsibility to promptly notify the Institute of any changes to my contact details, address, visa status or other relevant information. I understand failure to do so may affect my enrolment and visa status."*

Student's Signature:	
Date (dd/mm/yyyy):	

For Office Use Only			
Information processed by:		Date:	
Signature of Administrative staff:		Date:	