



Change of Student Contact Details Form

Student ID Number: _____ Student Name: _____

DOB: ___/___/___ Email Address: _____

Telephone / Mobile No: _____

Course Enrolled: _____

Note: - This form needs to be completed by all students for changes to any of their contact details.

International Students only - As per the **ESOS Act, National Code 2018 Standard 3**, and **Department of Home Affairs (DHA)** requirements all international students are required to complete and submit their contact details every six months to ACE and adhere to the following:

- hold a Valid visa and report any changes to ACE,
- Meet their Visa conditions and report any changes to ACE,
- Inform ACE of change of any details and report within **7 days** of their change,
- Overseas Health Care Card while enrolled with Australian Careers Education and provide any changes to ACE of their OSHC cover.

Change of Student Contact Details - Tick of the following: - **NO** **Yes**

If Yes, please fill below: - Please tick the appropriate box and complete the information where required:

Change of Address - Current Address: _____

Change of Email Address - Current Email Address: _____

Change of Telephone Number - Current Telephone Number: _____

Change of Name (attach change of name certificate from Victorian Department of Births Deaths or any other authorised Department): _____

Change of Emergency Contact – Current Emergency Contact Name & Contact Number: _____

Other (please specify): _____

Student Signature: _____ Date: ___/___/___

OFFICE USE ONLY

Date Received: _____ Date Updated on PRISMS: _____

Date Updated on Student management system: _____

Administration Officer's signature: _____

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