



Form No:	CF-002	
Form Name:	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

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