



## 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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