CHANGE OF PERSONAL DETAILS

It is mandatory for every student to complete this form every six months during their enrolment and/or any change to your details during your stay in Australia, you must advise Danford College within seven days.

STUDENT NAME: _______________________________

STUDENT ID : ___________________ DATE : _______________

COURSE NAME : _______________________________

Please tick applicable box

☐ Address Change ☐ Name Change ☐ Correction of name

☐ Email Address Change ☐ Phone number Change ☐ Passport Details Change

☐ Visa Status Change ☐ Other changes not listed ☐ No change

Danford College only accepts official name changes. Aliases are not accepted

For changes to your family name you must provide as a minimum a Marriage Certificate, Change of Name Certificate, or Birth Certificate (You must present original documentation to the college for certification)

Previous Name: _______________________________

Current or Correct Name: _______________________________

PREVIOUS ADDRESS OR DETAILS

Address: ____________________________________________

State: ___________ Postcode: _________ Gender: ___________

Document: Change to personal details - Student Forms
Version No: 3.1
Issue Date: 09 August 2013
Next Review Date: 05 February 2017

Authorised by: Page No: Page 1 of 3
CEO

Document Location: QMS/Forms/Student forms
<table>
<thead>
<tr>
<th>Document</th>
<th>Change to personal details - Student Forms</th>
<th>Authorised by:</th>
<th>CEO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version No:</td>
<td>3.1</td>
<td>Page No:</td>
<td>Page 2 of 3</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>09 August 2013</td>
<td>Document Location:</td>
<td>QMS/Forms/Student forms</td>
</tr>
<tr>
<td>Next Review Date:</td>
<td>05 February 2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
CURRENT ADDRESS OR DETAILS

Address: __________________________________________

State: ___________________________ Postcode: __________ Gender: ______________________

Home Ph: ___________________________ Mobile: ______________________

Email: ______________________________

OTHER CHANGES NOT LISTED ABOVE


Student Declaration:

1. I declare that the information contained in this form is complete, correct and true
2. I understand that giving false, misleading or incomplete information will be considered as a breach of Danford College Student code of conduct.

Use of personal information
I understand that Danford College may distribute my personal details as indicated in the statement: "Information is collected on this form and during your enrolment in order to meet our obligations under the recent changes to ESOS Act and the National Code 2007 (ref: Section 21: Record keeping); to facilitate better record keeping of student’s contact details so that the providers and relevant government officials are able to readily contact the student should the need arise and 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 and during your enrolment 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 Signature: _______________________________ Date: ________________

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Office use only: Date Submitted: _______________ Student number: _______________

Updated in PRISMS? Yes [ ] No [ ] Updated in RTOM Yes [ ] No [ ]

Confirmed by: ___________________________ Date: ________________________

<table>
<thead>
<tr>
<th>Document :</th>
<th>Version No</th>
<th>Issue Date</th>
<th>Next Review Date</th>
<th>Change to personal details - Student Forms</th>
<th>Authorised by:</th>
<th>Page No:</th>
<th>Page 3 of 3</th>
</tr>
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