



Believe,
Achieve,
Grow

Head Office - William Street Campus
Level 8, 277 William Street Melbourne 3000 VIC
King Street Campus
Level 7, 310 King Street, Melbourne 3000 VIC
Ph: +61 3 9642 1667 | Fax: +61 3 9642 2664
admissions@danford.edu.au
www.danford.edu.au

Star Gazers Education Pty Ltd T/AS Danford College
ABN 80 125 139 433 | ACN 125 139 433 | RTO: 21979 | CRICOS: 02996A

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: _____

Suburb: _____ **State:** _____

Postcode: _____ **Gender:** _____

Home Ph: _____ **Mobile:** _____

Email: _____



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**CURRENT ADDRESS OR
DETAILS**

Address: _____

Suburb: _____ 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.

Privacy Notice

Under the Data Provision Requirements 2012, Danford College is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Danford College for statistical, regulatory and research purposes. Danford College may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
 - Employer – if you are enrolled in training paid by your employer;
 - Commonwealth and State or Territory government departments and authorised agencies;
 - NCVER;
 - Organisations conducting student surveys; and
 - Researchers.
- Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
 - Facilitating statistics and research relating to education, including surveys;
 - Understanding how the VET market operates, for policy, workforce planning and consumer information; and
 - Administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey, which may be administered by an NCVER employee, agent or third-party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

I understand that Danford College may distribute my personal details as indicated in the statement:



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“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 2018); 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 2019 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. 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 authorised or required by law.

Student Signature:

Date:

Office use only: Date Submitted:

Student number:

Updated in PRISMS? Yes No

Updated in JOBBREADY Yes No

Confirmed by:

Date:
