

AREA OF SERVICE-CHANGE OF ADDRESS DETAILS

It is important that you keep us up to date of where you are living whilst studying with rto. This is a Requirement of DIBP and RTO is obligated to report your address to dibp on request. Students must report a Change of address to RTO within 7 days the change

Student ID No.			
Given Name(s)			
Surname			
D.O.B (dd/mm/yyyy)	Gender	Male	Female
Course			
Previous Address			
Suburb	Postcode		
Home Phone	Mobile Phone		
Email			
New Address			
Suburb	Postcode		
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		

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