

### 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			
Surname			
D.O.B (dd/mm/yyyy)	Gender	Male	Female
Course			
Previous Address			
Suburb	Postcode		
Home Phone	Mobile Phone		
Email			
New Address			
Suburb	Postcode		
<p>Declaration,</p> <p>I declare that the information supplied on this form is correct and complete.</p> <p>I acknowledge that the provision of incorrect information or the withholding of relevant information may affect my enrolment at RTO.</p>			
Signature	Date	/ /	

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