



Student Change of Contact Details Form

Purpose:

This form is used to update a student's contact details and ensures the RTO maintains current and accurate records. It supports the requirement to be able to contact students and to notify the Department of Home Affairs of address changes for international students, as per:

- Standards for RTOs 2025 – Standard 4.4 (Data collection)
- National Code 2018 – Standard 5 and 6.

Instructions:

1. Student to complete the form and indicate which details are being changed.
2. Submit the form to Administration with a signature and date.
3. Admin staff to confirm updates have been made in all relevant systems (SMS, LMS, PRISMS if applicable).
4. Record the action taken and file the form in the student record.

Student request	
Name:	
Student number:	
Course:	
Reason for request:	
<input type="checkbox"/> Change of email address	
<input type="checkbox"/> Change of home address	
<input type="checkbox"/> Change of mailing address	
<input type="checkbox"/> Change of phone number	
<input type="checkbox"/> Change of Emergency Contact details	
<input type="checkbox"/> Other change	
Please provide updated contact details:	



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RTO No. 41102 | CRICOS Provider Code: 03538G

Sign:

Date:

Administration action

Name:

Action:

- ☐ Student contact details updated in the student management system
- ☐ Student contact details updated in LMS if relevant

Date:

Comment:

Sign:

Date: