

Department	Vocational Education and Training	
Quality Controlled Document No. & Title	(j)	Change of Student Details Form
Version	1.0	
SRTOs 2025 ESOS National Code 2018	Clause 7.5 Standard 3	



Author	RTO CEO	
Approved	RTO CEO	
Authorised	RTO Academic Board	
Distribution	Internal	RTO Administration
	External	N/A

Student Name: _____

Student ID: _____

CHANGE OF STUDENT DETAILS

What has changed?

- ☐ Address, in Australia, and/or in your home country
- ☐ Telephone/Mobile number
- ☐ Email address
- ☐ visa requirements
- ☐ Personal circumstances
- ☐ Other, please specify:

Provide information about the change(s) (*attach additional pages, documents if necessary*)

Submit this form to Student Administration

Office Use Only

- ☐ Change(s) entered on Student Management System
- ☐ Change(s) entered on PRISMS, where required
- ☐ RTO personnel notified via email, where required
- ☐ External agencies notified, where required
- ☐ Student provided with confirmation of change(s) made

Authorised Officer (*print name*) _____

Authorised Officer (*signature*) _____

Date: _____

Notes: