

CHANGE OF DETAILS FORM

Important Instructions:

It is mandatory for every student to complete this form each time there is a change in their contact details. All duly completed forms must be submitted to the Administration department.

Student's First Name:		Surname:	
Date of Birth: (dd/mm/yyyy)		Student #:	
Qualification Studying: (Please <input type="checkbox"/> box applicable)	<input type="checkbox"/> BSB50420 – Diploma of Leadership and Management <input type="checkbox"/> BSB60420 – Advanced Diploma of Leadership and Management <input type="checkbox"/> SIT30821 – Certificate III in Commercial Cookery <input type="checkbox"/> SIT40521 – Certificate IV in Kitchen management <input type="checkbox"/> SIT50422 – Diploma of Hospitality Management		
Information to be updated (Please <input type="checkbox"/> box applicable) (Please attach additional sheets securely to the form, to write details of changes to your current circumstances, if required)	<input type="checkbox"/> Update my contact details Current Residential Address: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
	Home Phone No:		Mobile No:
	Email:		
	<input type="checkbox"/> Notify change(s) in my Circumstances Summary of changes: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
	<input type="checkbox"/> Notify change(s) to my passport Details Changes to My Passport:		
	<input type="checkbox"/> Notify about other changes (other than those listed above)		

Student Declaration:

I understand that Culinary Institute Australia may distribute my personal details as indicated in the statement: "Information is collected on this form to meet the Institute's obligations under the ESOS Act and the National Code 2007; 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 2001 and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007. Information collected about you on this form 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 authorized or required by law."

Student's Signature:		Date:	
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For Office Use Only

Information processed by:		Date:	
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Policy/Form Name	Change of Details Form		Created Date	January 2023
DCR No	CIA - 102	Version No:	V1.0	Last Modified Date:
Culinary Institute Australia , CRICOS Code: 03964A , Provider Code: 45775			Page Sequence	Page 1 of 1