



Student Change of Details Form

Name	
Student ID Number	
New Street Address	
New Postal Address	
New Telephone number	Home: Work: Mobile:
New Email Address	
Date of Change	
Date Submitted	
Student Signature	
College Representative Signature	

The following statement is an extract from the current ESOS Act:

21 Record keeping

Records of students' details

- (1) A registered provider must keep records of each accepted student who is enrolled with the provider or who has paid any tuition fees for a course provided by the provider.
- (2) The records must consist of the following details for each accepted student:
 - (a) the student's current residential address;
 - (b) the student's mobile phone number (if any);
 - (c) the student's email address (if any);
 - (d) any other details prescribed by the regulations.
- (2A) A registered provider must have a procedure to ensure that, at least every 6 months, while the student remains an accepted student of the provider:
 - (a) the provider confirms, in writing, the details referred to in subsection (2) with the student; and
 - (b) the records are updated accordingly.