ANDERSON College
Address: Level 6, 190 Queen Street
Melbourne, VIC 3000
Contact: (+61) 411 333 327
www.andersoncollege.vic.edu.au

Student Change of Contact Details Form

Title:	☐ Mr	☐ Mrs	☐ Ms	☐ Miss ☐ Other
Student Full Name:				
Student ID:				
Date of Birth:				
Address:				
Contact Number:				
Email:				
Course Code and Name:				
Course start date:		Course finish date:		

New Contact Details (please only fill in the changed details):

Address:	
Email:	
Contact number:	

New Emergency Contact Details:

Name:	
Relationship to student:	
Address:	
Email:	
Contact number:	

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For Office Use Only:

Received by:		Date:	
Update in SMS:	☐ Yes	☐ No	
Updated in PRISMS:	☐ Yes	☐ No	

It is mandatory to update any change of your contact details to the college within the 7 days of change

Confidentiality Clause:

It ensures that personal details provided to the Registered Training Organization (RTO) will be kept confidential in accordance with the Commonwealth Privacy Act. It guarantees that unless specified otherwise, the information recorded on the form will not be disclosed to external bodies, aligning with the privacy policy of the Anderson College. This is designed to protect the privacy and confidentiality of individuals' information.