



Student Change of Details Form

I am a student of Ransford College and wish to advise a change of:

☐ Name (please provide certified proof of change of name) ☒ Home Address ☒ Contact Details

☒ Emergency Contact Details ☒ Other (please specify): _____

If you are an overseas student on a student visa, you are required under Standard 3 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 to notify Ransford College of any change of residential address, phone number or email within 7 days of the change taking effect. Ransford College is required to record and, where applicable, report updated contact details via PRISMS.

Student identification (as on current records)

Student Name:	Student ID:
Unique Student Identifier (USI):	Date of Birth:
Current Course:	

Please provide new information below

Surname:		
First Name:	Middle Name/s:	
Home Address:		
Suburb/State/Postcode:		
Phone:	Mobile:	Email:
Signed:	Date:	

Emergency / Next of Kin contact details

RTO No: 45178 CRICOS No: 03614A

Contact Person:	Relationship to you:
Address:	
Phone:	Mobile:
Email:	
Signed:	Date:

Privacy notice

Ransford College collects your personal information on this form to update your student record, meet obligations under the 2025 Standards for Registered Training Organisations, the National VET Data Policy, and (where you hold a student visa) the ESOS Act 2000 and National Code 2018. Your information may be disclosed to the Student Identifiers Registrar, NCVER, ASQA, the Department of Education and, for overseas students, reported via PRISMS. Information is handled in accordance with the Privacy Act 1988 (Cth) and Ransford College's Privacy Policy, available on request.

OFFICE USE ONLY

Date received:	Received by:	Proof of ID sighted: Y / N
Student Management System updated (date):	Updated by:	
USI Registry updated (if applicable):	PRISMS updated (if applicable):	
Comments:		

Please return this completed form to Ransford College Student Administration.