



CONTACT DETAILS FORM

Students are to complete this form and submit it to Melbourne Education Institute in person at reception or via email to admin@mei.edu.au
if their personal details have changed.

1. PERSONAL DETAILS

Family Name:	Given Name:	
Student ID:	USI no:	Date of Birth:

2. COURSE DETAILS

Tick	Course Code	Course name	Tick	Course Code	Course name
	Non AQF	General English I		BSB40520	Certificate IV in Leadership and Management
	Non AQF	General English II		BSB50420	Diploma of Leadership and Management
	Non AQF	General English III		BSB60420	Advanced Diploma of Leadership and Management
	Non AQF	General English IV		BSB40420	Certificate IV in Human Resource Management
	Non AQF	General English V		BSB50320	Diploma of Human Resource Management
	Non AQF	English for Academic Purposes I		BSB80120	Graduate Diploma of Management (Learning)
	Non AQF	English for Academic Purposes II		Non AQF	English for Academic Purposes III

3. CURRENT CONTACT DETAILS

Email:		
Home phone:	Work phone:	Mobile:
Current Residential Address		
Flat/unit number:	Street number:	Street Name:
Suburb:	State:	Postcode:
Postal Address (If the same, tick "As above")		
<input type="checkbox"/> As above		
Flat/unit number:	Street number:	Street Name:
Suburb:	State:	Postcode:

4. EMERGENCY CONTACT DETAILS

Name:	Relationship:	Telephone:
Mobile:	Email:	
Address:		



5. PRIVACY STATEMENT

Information is collected on this form and during your enrolment in order to meet our obligations under the Victorian VET Student Statistical Collection Guidelines, ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018; 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 2018. Information collected about you on this form and during your enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Assurance Scheme and the ESOS Assurance Fund Manager. In other instances, information collected on this form during your enrolment can be disclosed without your consent where authorized or required by law.

Student Signature: _____

Date: _____

OFFICE USE ONLY			
Application received by	Staff name:	Signature:	Date:
Updated Student Management System by Updated PRISMS by	Staff name:	Signature:	Date: