



## Change of Details Form

Use this form to notify the College of a change in names and/or contact details for students and/or parents.  
Please return the completed form to the Administration Office.

Please note: This form is not to be used for notification of change to family status (eg: separation/divorce);  
use the Change of Family Status Form for this purpose.

**REASON FOR CHANGE:** Change of Name \_\_\_\_\_ Change of Address \_\_\_\_\_ Change of Contact Details \_\_\_\_\_  
(Certified copy of / or original document)

**CHANGE AFFECTS:** Student(s) \_\_\_\_\_ Father/Guardian \_\_\_\_\_ Mother/Guardian \_\_\_\_\_

**Please complete CURRENT Name/s (or Former, if applicable):**

Student 1 Full Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Year Level \_\_\_\_\_

Student 2 Full Name: \_\_\_\_\_ Tutor Group: \_\_\_\_\_ Year Level \_\_\_\_\_

Father/Guardian Full Name: \_\_\_\_\_ Lives With Student: Yes / No

Mother/Guardian Full Name: \_\_\_\_\_ Lives With Student: Yes / No

(Note: if more than 2 students in the family please attach an additional form)

**NEW Details or Changes (as applicable):**

Student 1 Full Name: \_\_\_\_\_

Student 2 Full Name: \_\_\_\_\_

Father/Guardian Full Name: \_\_\_\_\_

Mother/Guardian Full Name: \_\_\_\_\_

New Home Address: \_\_\_\_\_

New Home Phone No: \_\_\_\_\_

New Mobile No: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

New Work No: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

New Emergency Contact No: Father: \_\_\_\_\_ Mother: \_\_\_\_\_

New Email Address for correspondence: \_\_\_\_\_

**NEW Emergency Contact Details:**

Contact Title: Mr / Miss / Ms / Mrs Emergency Contact Full Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR OFFICE USE:** Received by: \_\_\_\_\_ Date received at College: \_\_\_\_\_

\_\_\_\_\_ Email copy to VASS Coordinator (Year 10, 11, 12 students only)

\_\_\_\_\_ Email copy to Finance

\_\_\_\_\_ Administration to update in Synergetic and file original in student records

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