Complete and submit this form when there has been a change in personal details. For electronic submission type your name in the signature box and provide your email address.

If you have a VET Student Loan you must advise the ATO of your address and/or name change.

|  |
| --- |
| Section One: Complete all details in section one |
| Surname: |   | Given name(s): |   |
| Student number: |   | Date of birth: |   |
| Course/Program: |   |
|  |
| Section Two: Tick the box for specific details requiring a change; complete as required |
| [ ]  **Change my address**  | Original or certified copy of new proof of address document must be provided; evidence the ATO has been notified  |
| Home address: |   |
| Suburb: |   | Postcode: |   |
| Postal address: |   |
| Suburb: |   | Postcode: |   |
|  |  |  |  |
| [ ]  **Change my contact details** |
| Home phone: |   |
| Mobile phone: |   |
| Email address: |   |
|  |
| [ ]  **Change my name** - | Original or certified copy of change of name document must be provided; evidence the ATO has been notified |
| New title: |   |
| New surname: |   |
| New given name: |   |
| New signature: |   |
|  |  |  |  |
| [ ]  **Change my emergency contact** |
| Surname: |   | Given name(s): |   |
| Relationship:: |   | Home Phone: |   |
| Mobile: |   | Work phone: |   |
|  |  |  |  |
| Signature: |   | Date: |   |
| Email: |   |
|  Please provide a business hours contact phone number as we may need to contact you to verify your request:  |   |
|  |
| SECTION THREE : OFFICE USE ONLY |
|  [ ]  Student Record Updated [ ]  Form and Evidence uploaded on aXcelerate |
| Signature :  | Date:  |
| **Return completed form to:**Mater Education Limited, Level 414 Stratton Street, Newstead, QLD 4006 | **Email:** materstudentservices@mater.org.au |