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, Duncombe Building, Level 4  Raymond Terrace, South Brisbane, QLD 4101 | | **Email:** [materstudentservices@mater.org.au](mailto:materstudentservices@mater.org.au) | | | | |