



# Change of Details Form

**REASON FOR CHANGE:**

*Please tick appropriate boxes*

Mother's contact details

Father's contact details

Living arrangements of student

Billing contact

Student/s		
Surname	First and middle name	DOB
Surname	First and middle name	DOB
Surname	First and middle name	DOB

Details to be removed	
Previous address:	Date of move:
Other:	

Mother's details			
Name	Surname	First and middle name	
Residential address			
Postal address	<i>If different to above</i>		
Home phone		Work phone	
Mobile phone		Email	
Does the student reside with the mother? <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>full time</i> ) <input type="checkbox"/> Yes ( <i>shared custody</i> %)			

Father's details			
Name	Surname	First and middle name	
Residential address			
Postal address	<i>If different to above</i>		
Home phone		Work phone	
Mobile phone		Email	
Does the student reside with the father? <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>full time</i> ) <input type="checkbox"/> Yes ( <i>shared custody</i> %)			

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<b>Other contact details (ie. step parent, legal guardian, other)</b>			
Relationship to student			
Name	<i>Surname</i>	<i>First and middle name</i>	
Residential address			
Postal address	<i>If different to above</i>		
Home phone		Work phone	
Mobile phone		Email	
Does the student reside with this contact? <input type="checkbox"/> No <input type="checkbox"/> Yes ( <i>full time</i> ) <input type="checkbox"/> Yes (shared custody      %)			

<b>Billing contact (if change required)</b>	
Name	
Address	

<b>Bus travel</b>	If you require a new bus for your student/s, due to the change of residential address, and you are eligible for the bus conveyance, please contact the Bus Coordinator at your student/s' campus.
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<b>Care Monkey</b>	Please log in to your student's Care Monkey profile as soon as possible and update your contact details.
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I \_\_\_\_\_ (*please print name*) certify that the information contained in this form is correct.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_ *Parent/Guardian*