

## Change of Student Name Policy

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**Purpose** The purpose of this document is to outline the policy for changing a current or former student’s name on official College records.

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**Applicability** This policy applies to all current and former students and College staff.

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**Change of name** Students of the College may only change their name as recorded within the College’s Student Management System and/or Customer Relationship Management System after:

- a) Updating their Unique Student Identifier information with their new name; and
- b) Updating their Australian Taxation Office profile with their new name

and upon presentation of:

- a) A completed Change of Student Name Form; and
- b) Certified documents as specified in the Change of Name Form.

The Director of Customer Engagement and Student Administration is authorised to approve a student name change in accordance with this Policy.

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**Replacement testamurs and other documents** Students who possess a College issued testamur, academic transcript, official letter from the College or certificate of completion in their previous name may obtain a replacement in their new name subject to:

- a) Meeting the requirements of this policy; and
- b) Payment of any applicable fees.

A testamur issued in a student’s previous name must be surrendered in order to receive a replacement testamur. In cases where the original testamur is lost, stolen or destroyed, a student must provide a signed statutory declaration attesting to that loss.

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**Minor typographical error** The Director of Customer Engagement and Student Administration has authority to correct a student record or award for minor typographical errors made by College staff in relation to a current or former student’s name, personal information or award.

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<b>Name of Policy</b>	Change of Name Policy	<b>Document Type</b>	Policy
<b>Category</b>	Academic	<b>Information Classification</b>	OPEN
<b>Owner</b>	Chief Academic Officer	<b>Last Updated (version)</b>	29 February 2024

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**Related  
Documents**

Change of Student Name Form

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**Note:**

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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