
The College is responsible for having students enrolled under their legal name so student tracking using the Student Transfer Register is enabled as required under the ACT Education Act, 2004 and to ensure that all records are accurate.

This policy sets out the criteria to be met to enable the name of a student to be changed on college records.

College documents in relation to each student

7. evidence is provided that the parent and/or any child are subject to witness protection or some other similar scheme designed to ensure their safety and that the use of a new name for the child is necessary to maintain the safety and well-being of the parent and/or child;
8. a signed consent from one parent and proof that the other parent is deceased entitles a student to be enrolled in whatever name he/she chooses.

When the change of name procedures are completed, the Enrolments Registrar will advise the relevant staff about the change of name.

College Executive
Principal
November 2018
November 2016
Term 1 2022