



Student Transfer Policy  
Enrolment Policy

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 the ACT Education Amendment Act 2022, 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 must be consistent with the name of the student on the birth certificate. A student's name cannot be changed at the time of enrolment or at other times unless one or more of the criteria listed in the procedures section of the policy are met.

The Principal (or delegate) may enrol a student under an alternative name or change existing records to prove the new name if one or more of the following conditions are met:

1. signed consent from parents or legally adoptive parents indicating approval to use the new name is provided;
2. a court order is provided allowing the child's change of name and the necessary procedures for this change have been carried out;
3. a statutory declaration is provided by the enrolling parent indicating that the child has had no contact with the other parent and their whereabouts are unknown. (While there is no specific legal requirement regarding the period of time, it is considered advisable and in keeping with established practice to apply a five-year time span for non-contact with the other parent);
4. a birth certificate has been issued in the new name;
5. proof of adoption has been issued in the new name;
6. the Chief Executive of a government department with legal responsibility for the care of the student authorises that the use of a new name for the child is appropriate;

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 they choose.

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

College Executive  
Principal  
Term 3 2022