

# ADDRESS CHANGE FORM

This form allows you to notify all The College of St. Scholastica offices of your new address in one easy step. Please fill it out completely to avoid mistakes or incomplete information. Please print.

**CSS I.D. #:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Legal Name:** \_\_\_\_\_  
Last name First name MI Former name

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## Permanent Mailing Address:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone number ( ) \_\_\_\_\_

Inactivate all other addresses. Does not include CSS Box.

## Local Address:

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone number ( ) \_\_\_\_\_

**CSS Box:** Box number \_\_\_\_\_  Activate  Inactivate

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## Other Addresses (Optional)

Business or work  Temporary  Return date: \_\_\_\_\_

Billing  Primary parental  Secondary parental

Name of person or organization: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone number ( ) \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

***\*Please retain a copy for your records. You will not receive a copy once processed.***

## **Definitions:**

**CSS Box:** All students enrolled for at least eight (8) credits are eligible for a CSS Box. The Box number is valid as long as a student is with the College. The Box number can be inactivated for time periods in which it is not in use.

**Billing Address:** Prior to each term a schedule/bill will be mailed to the Permanent Mailing Address. If you wish an additional schedule/bill be sent to a second party, this is designated via the Billing Address. Invoices will be mailed to the CSS Box during each term on a three week billing cycle. If you wish an additional invoice be sent to a second party, this is designated via the Billing Address.

**Business/Work Address:** An additional address used for contacting a student during work hours.

**Local Address:** If you reside off campus and do not reside at your Permanent Mailing Address, then this is your local address.

**Permanent Mailing Address:** A Permanent Mailing Address is required of all students. If you would like this to be the only address, other than the CSS Box, at which you receive mail, check *Inactivate all other addresses*. This is ideal for students who are graduating or not returning.

**Primary Parental Address:** The custodial parent address.

**Secondary Parental Address:** The non-custodial parent address, if any.

**Temporary Address:** To be used when away from the College for an extended time. **MUST HAVE A RETURN DATE.**