

DEFINITIONS - ADDRESS TYPES:

PERMANENT = permanent home/street address (not including PO Box). Every person should have this on file.

BILLING = address where tuition bills and vendor invoices should be sent, if different from permanent address

LOCAL = physical off-campus address, other than permanent, where a student/employee resides while enrolled/employed at the college

MAILING = preferred mailing address for general information, including PO Box address

PARENT = address of primary parent/guardian

NOTE: If you have three or more different addresses, please complete multiple forms.

DEFINITIONS – TELEPHONE TYPES:

PERMANENT = home telephone number

CELL = cellular telephone number

DAY = telephone number where you can be reached during the day

LOCAL = student local off-campus telephone number

PAGER = pager number

PARENT = primary parent or guardian telephone number

NOTE: If you have three or more different telephone numbers, please complete multiple forms.

PLEASE RETURN TO:

**EMPLOYEES –
HUMAN RESOURCES DEPARTMENT
BOYDEN HALL, ROOM 103
BRIDGEWATER, MA 02325
508-531-1725 (FAX)**

**STUDENTS –
REGISTRAR’S OFFICE
BOYDEN HALL, ROOM 003
BRIDGEWATER, MA 02325
508-531-6101 (FAX)**

If you are both an employee and a student, only one form must be completed and returned to the Human Resources Department.