



## **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.**