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1	26 May 2015	Jess Hutchings		Initial Creation
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Higher Education Student Change of Name Procedure

1. Purpose

- 1.1 To ensure the College and Awarding Body hold accurate records for students enrolled on Office for Students designated programmes.
- 1.2 To ensure that the award certificate shows the students legal name.

2. Applies to

- 2.1 All HEFCE designated students who have legally changed their name.

3. Responsibility

- 3.1 **Student:** for completing the HE Student Change of Name Form and providing supporting evidence for the name change.
- 3.2 **Site Administration Office (SAO) i.e. Camborne, Newquay, Stoke Climsland and Bicton College:** for checking the completed form and evidence; for updating Pro-Solution; for sending copies of the form and evidence to the relevant HE Assistant Registrar whilst retaining the originals for their records.
- 3.3 **HE Assistant Registrar (HEAR):** for notifying the Awarding Body of the student's change of name.

4. Processes and Documentation

- 4.1 Students that have legally changed their name must complete a Change of Name Form within two months of the change, or before the Subject Assessment Panel for their programme of study, whichever is sooner.
- 4.2 Students must submit the Change of Name Form and supporting evidence to the Site Administration Office. The only forms of evidence that can be accepted are:
 - a. Passport or Driving Licence in the new name
 - b. Marriage Certificate
 - c. Decree Absolute or Decree Nisi Papers
 - d. Deed Poll or Statutory Declaration
 - e. Birth Certificate

Please note, a birth certificate is not viewed as absolute proof of identity or name. The Site Administration Office must ask for another item of identification from the group above to support the name change.

If the student is reverting to their maiden name they must supply: a copy of their birth certificate, a signed declaration stating that they have reverted to their maiden name for all purposes and an official document such as a bank statement in their new name.

- 4.3 The Site Administration Office must key the change of name onto ProSolution.
- 4.4 The Site Administration Office must send a copy of the Change of Name Form and evidence to the HEAR, whilst retaining the original for their records.
- 4.5 The HEAR must send a copy of the Student Change of Name Form and evidence to the relevant Awarding Body, whilst retaining a copy for their records.

5. Related Documents and Data

Generic Change of Student Name Form
Awarding Body Change of Student Name Form
ProSolution