**Skills and Education Group Access**

**Request to Change a Student’s Registered Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name:** |  | | | | |
| **Provider:** |  | | | | |
| **Diploma:** |  | | | | |
| **Course start date:** |  | **Run ID:** | |  | |
| **Student Registered Name:** |  | **Student DoB:** | |  | |
| **New Name to be Registered:** |  | | | | |
| **Reason/Rationale for Request:** |  | | | | |
| **Printed Name of Student:** |  | | | | |
| **Signature of Student:** |  | | | | |
| **Provider to indicate which “original” evidence has been seen to support the request:** |  | | | | |
| **Name of “approved” provider representative to confirm authorisation for this change and that a £50 admin fee will be paid by the provider.** |  | | | | |
| **If this request is 26 weeks from the registration start date, the fee will increase to £75. If this post final awards board and certification the fee will be £100** | | | | | |
| **Signature of approved provider representative:** |  | | | | |
| **Date:** |  | | **Fee:** | | **£** |

**Skills and Education Group Access Use Only**

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| --- | --- | --- | --- |
| Date Received: |  | By: |  |
| Date recorded on issues log: |  | By: |  |
| Approved by Head of Access: |  | Date: |  |
| Processed by: |  | Date: |  |
| Invoice Requested by: |  | Date: |  |