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

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| --- | --- | --- | --- | --- |
| **Name:** |  | | **Provider:** |  |
| **Diploma:** |  | | | |
| **Course start date:** |  | | **Run ID:** |  |
| **Student Registered Name:** |  | | **Date of Birth:** |  |
| **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 to that the admin fee (£50.00) will be paid by the provider:** | | | | |
|  | | | | |
| **Signature:** |  | **Date:** | |  |

**Skills Education Group *Access*****Use Only**

Date Received: \_\_\_\_\_\_\_\_\_\_\_ Date recorded on issues log: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by AVA Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Invoice Requested: \_\_\_\_\_\_\_\_\_\_