

 **CHANGE OF PERSONAL DETAILS**

Return to the below or tutors/staff member raise a ticket via the ticketing system and attach.

|  |  |
| --- | --- |
| Bedford College  | Tresham College  |
| **STUDENT REGISTRY DEPARTMENT**  | **STUDENT REGISTRY DEPARTMENT** |
| Cauldwell Street  | Windmill Avenue |
| Bedford  | Kettering, Northamptonshire |
| MK42 9AH | NN15 6ER  |
|  |  |

|  |  |  |
| --- | --- | --- |
|  | **CURRENT STUDENT DETAILS** | **REQUEST CHANGE TO** |
| **BADGE ID NO** |  |  |
| Date of Birth |  |  |
| Gender (legal sex) ‘male’ or ‘female’ |  |  |
| Title e.g. Mr, Mrs, Ms, Dr |  |  |
| Student Legal Surname/ Family Name |  |  |
| Surname/Family Name student wishes to be known as  |  |  |
| Student Forename(s) |  |  |
| Student Forename student wishes to be known as |  |  |
| New Address |  |  |
| New Postcode |  |  |
| Home Telephone |  |  |
| Mobile Telephone Number |  |  |
| E-mail address |  |  |
| Emergency Contact Name |  |  |
| Emergency Contact Telephone Number |  |  |
| Emergency Contact e-mail  |  |  |
| CHANGE EFFECTIVE FROM DATE |  |  |

Student Signature: ……………………………… Date: ……………….

**IDENTIFICATION VERIFIED**

Staff print name

………………………… Signature…………………….. Date ……………….

**PROCESS FOR CHANGE OF DETAILS**

The details the College hold for you as a student or member of staff are held on the College’s student record database. These details will have been collected either when you enrolled to a course/programme of study or, in the case of staff, when you become employed by the College.

During your time at the College your personal details may change and it is really important that you notify the College of the change as soon as it takes place so that the database can be updated with your new details. If details are incorrect then it can mean; examination certificates are printed incorrectly and/or sent to the wrong address, the College may not be able to contact you or your next of kin when they need to, as two examples.

What do I need to do if I want to change any of my details?

For Students, Student Services has copies of the form you will need to complete with your new details. Student Services will verify that the form and request has come from you rather than someone else asking to update your information. Student Services staff will then forward the form on to Student Registry to action. (Student Services, please raise a ticket request and attach the signed form).

For staff members; please complete a Change of Details form and forward to Student Registry via OsTicket.

How long will it take to update my details?

This will depend upon when Student Registry receive your request. Once the request is received, it will take around five working days to process into the College Student database and this will also update your details on Moodle, Pro-Monitor, TEAMs.

What details am I able to change?

Title, to match marital status, legal gender or profession. The College have a duty to record your legal Forename, Surname, actual date of birth and Gender (legal sex). This is the information that will appear on any certificates you gain at the end of your course and is what we share with the Government in our returns. It is imperative the information we send matches other records the Government already hold for you. For a legal name change we would require evidence in the form of a passport or deed poll. For a gender (legal sex) change we will require as evidence either a birth certificate, passport, driving licence or other official documents that clearly indicate the person is living in their acquired gender for all purposes.

The College recognise that this can be problematic for students who wish to be known as a different name and/or gender identity whilst studying at the College. You are currently able to request a ‘known as’ Forename and Surname which is different to your legal names and this will be the name(s) which appear on registers, class lists and any other internal College systems. However, all external communication will refer to your legal names, this includes communications to parents/guardians (and employers if sponsored or an apprentice) if you are aged 16 to 18 years of age. Unfortunately, the College do not currently have the ability to record a ‘known as’ gender but this is under review as government advice and software applications develop and our policy will be updated if we are able to record this at some point in the future.

ID Badges

If you choose to update your name details after enrolment, you would need to go to Customer Contact Team/Customer Services to get a new ID badge for which you would be required to pay a £5