

Policy and Procedure on Change of Name

Individuals over 16 years of age have the right to change their name in the UK.

More information is available at [Change your name by deed poll: How to change your name - GOV.UK \(www.gov.uk\)](https://www.gov.uk/change-your-name)

A deed poll is a legal document that proves a change of name. There are 2 ways to get a deed poll, either:

1. Make an unenrolled deed poll which can be done by an individual; or
2. Apply for an enrolled deed poll.

Individuals aged 16 or over can legally change their name by way of unenrolled deed poll without parental consent. Individuals need to be aged 16 or over to make an unenrolled deed poll which requires 2 independent adult witnesses to sign the deed.

Individuals aged 18 or over can put a new name on public record by 'enrolling' it at the Royal Courts of Justice, this involves completing an application form and paying an associated fee. Individuals under the age of 18 can apply for an enrolled deed poll with parental consent / agreement from everyone with parental responsibility.

Policy

Truro and Penwith College policy is that students **must** utilise their legal name to establish funding for EFSA approved courses, to sit awarding body examinations and for administration purposes.

The college accepts both unenrolled and enrolled deed poll as a form of legal name change.

The college does utilise preferred names through enrolment or study. Therefore, if a student has not legally changed their name and has a preferred name, this can be used during their college experience, **but their legal name would be used to establish funding and to sit awarding body examinations.**

It is the student's responsibility to inform their registered next of kin of any name change. If a student does not wish for their next of kin to know about their change of name, the student will need to request their next of kin be removed from college systems and an alternative be provided.

A student who changes their name on multiple occasions during college year are required to provide documentation on each change and consider the implications for



IT accounts, ID badges and Examination entries. Therefore, students should be committed to their new chosen name.

Procedure

1. Students requesting a name change should supply the appropriate documentation, original certification or original unenrolled deed poll form, to the MIS department for checking. MIS will record names changes and keep records of previous name changes.
2. Any name changes will be altered on the MIS system within 5 working days of notification. However, the examinations team will only alter examination entries under the strict guidance of that awarding body and is also obliged to follow JCQ examination regulations. Sufficient notice must be given to ensure it meets that awarding body deadline. Note that any examinations sat in a previous name cannot be altered or requests for new certificates be requested under the new name.
3. A new ID card will be issued to the student by MIS.
4. The IT department will issue the student with an alternative named account utilising the first two initials of their new name and will give the student 30 days grace to swap over everything from their old account. It is the student's responsibility to ensure all college work is transferred within the time frame. After 30 days the old account will be deactivated.
5. A student who decides to progress courses at college, should re-enter the college application portal and change their identity or start a new registered account in their new legal name. The account is the student's own responsibility as it is their personal data.

Note

Students seeking to change gender identity should review the Gender Identity Procedure.