



BIG CREATIVE
EDUCATION
APPRENTICESHIPS
TRAINING
ACADEMY



BIG CREATIVE ACADEMY
CLIFTON AVENUE
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LONDON, E17 6HL

TEL: 020 8498 3300
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PRINCIPAL: SACHA CORCORAN MBE

Name change policy

Your name as recorded in your student record will be used throughout your studies at Big Creative Education (BCA). It will be used on all documentation including your college card, transcripts and qualification certificates.

Your official name

The name must be your official name as provided on your college application and must match formal documentation such as your birth certificate or your passport. Data held by the college in connection with the change of a student's name will be processed in accordance with the data protection policy.

Name error corrections

If your name has been recorded incorrectly on your student record, such as a typographical error, you should provide evidence of your exact name details by way of your birth certificate or passport (original or certified copy). Please see a member of staff at the main reception. They will take a photocopy of the original evidence and request student information department to amend your name accordingly.

Official name changes

If you change your name while you are a student at BCA and wish your new name to be recorded in your student record, you must submit a formal request in writing by completing a '**Change of Personal Details Request Form**', accompanied by documentary evidence of the change of name (original or certified copy). The form is available at the main reception. Completed form must be returned to the main reception.

If you are a British Citizen, appropriate documentary evidence to support a request to change your name on your student record could include:

1. your passport
2. deed poll / change of name deed
3. statutory declaration of change of name
4. public announcement: a copy of an advertisement in a local or national newspaper stating that you have stopped using your previous name and have assumed a new one
5. police report or solicitor's letter: if you have to adopt a pseudonym for personal reasons (including personal safety)



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PLUS

An official letter such as a utilities bill or bank statement with your new name.

If you are not a British citizen, the University requires a copy of your passport as evidence of your name change. For students who require a visa to study in the UK, it is particularly important that the college record of your name matches the name in your passport.

Names changes that are not possible

It is not usually possible to:

1. revert back to your birth name after this has been changed on the student record further to a deed poll or statutory declaration; unless you have made a subsequent change by further deed poll or statutory declaration
2. change your name on the student record after you have completed your course.

The only retrospective changes that can be made are where an administrative error has occurred.

Preferred forename

If you wish to be known by a preferred first name, which is different from your official first name, you will have the opportunity to do this by completing relevant section of the '**Change of Personal Details Request Form**' that's available at the main reception. Completed form must be submitted to the main reception. Your preferred first-name can then be used in your college email address and informal correspondence or course and college documentation. Formal college documentation such as Department for Education, registration with the examination boards, transcripts and certificates will retain your official first name. Your college card will show your preferred name.

Choice of gender title

The titles Mr, Miss, Ms, Mrs are social titles and have no legal status. If you wish to change your title or do not wish to use the title assigned to your record, please Collect a '**Change of Personal Details Request Form**' from the main reception and complete the relevant section. Completed form must be submitted to the main reception. You may also choose NULL (no title) or Mx (a gender-neutral title). You do not need to provide any documentary evidence to support your request. You may choose any of these options, regardless of your legal sex or preferred gender.