# CHANGE OF NAME FORM

Current or former students (alumni), employees or general contacts who change their legal name, or whose registration of a change of name is annulled, must notify Briercrest College and Seminary immediately and provide evidence of the change using this form.

| Current Students and Alumni | | Employees | General |
|---|---|---|---|
| BCA | College and Seminary | | |
| Briercrest Christian Academy Office<br>Briercrest College and Seminary<br>510 College Drive<br>Caronport SK S0H 0S0<br><br>Phone: (306) 756-3303<br>Fax: (306) 910-9350<br>Email: bca@briercrest.ca | Academic Services Office<br>Briercrest College and Seminary<br>510 College Drive<br>Caronport SK S0H 0S0<br><br>Phone: (306) 756-3391<br>Toll Free: 1-800-645-2275<br>Fax: (306) 912-7862<br>Email: academicservices@briercrest.ca | Human Resources Office<br>Briercrest College and Seminary<br>510 College Drive<br>Caronport S S0H 0S0<br><br>Phone: (306) 756-3299<br>Fax: (306) 910-9350<br>Email: hr@briercrest.ca | Office of Development<br>Briercrest College and Seminary<br>510 College Drive<br>Caronport SK S0H 0S0<br><br>Phone: (306) 756-3264<br>Toll Free: 1-888-581-2050<br>Fax: (306) 910-9350<br>Email: donorinquiry@briercrest.ca |

*One of the following documents must be presented:

- Certificate of Marriage
- Birth Certificate
- Notice of Dissolution of Marriage, or degree absolute
- Certificate of Change of Name
- Notice of use of double surname (apply to the provincial Director of Vital Statistics)
- Social Insurance Number
- Driver's License

***Please DO NOT send original documents by mail**. A photocopy of the original is acceptable and can be faxed or emailed. Presented original documents will be returned to you after a copy has been taken.

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|---|---|---|---|
| Student or Staff Barcode ***(If known)***: | | | |
| Current Student Alumni Staff Other: _____ | | | |
| Current Name on Record ***(Last, First, Middle)*** Mr. Mrs. Ms. Other: _____<br>Spouse's Name ***(If applicable)*** | | | |
| Change Name to ***(Last, First, Middle)*** Mr. Mrs. Ms. Other: _____ | | | |
| Address | City | Prov. | Postal Code |
| Email Address | Phone | | |
| Signature | | | Date |

Briercrest College and Seminary collects and creates information about students ("personal information") under the authority of the Briercrest College and Seminary Act and in accordance with The Local Authority Freedom of Information and Protection of Privacy Act and the Personal Information Protection & Electronic Documents Act, for purposes of admission, registration, and other decisions on students' academic status, and the administration of Briercrest College and Seminary and its programs and services. Some of this information may be disclosed for alumni relations and will be reported as required by federal or provincial authority. By enrolling in courses at Briercrest College and Seminary, students consent to the collection, use, and disclosure of personal information as described above.