CENTRE REQUEST TO CHANGE LEARNER DETAILS

This form should be completed by an authorised signatory and sent us when:

* Learners’ names are changed. (Any errors identified following submission to ORS can be emailed directly to Customer Support);
* Learners wish to be transferred to another centre

Centres are reminded that the information provided on this form is confidential personal information and as such should be password protected when sent to us by email.

# Centre Contact Details

|  |  |
| --- | --- |
| **Centre Name** |  |
| **Name of Centre Representative** |  |
| **Title** |  |

# Section 1

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| **1 Change name / date of birth [[1]](#footnote-1)** |
| **Full Name of Learner** |  |
| **Reg. ID** |  | **Course ID** |  |
|  | **From** | **To** |
| **DOB** |  |  |
| **Surname** |  |  |
| **Forenames** |  |  |
| **Reason** (Evidence to authenticate name changes as a result of marriage, divorce, deed poll or gender re-assignment is required and must be seen by the centre and confirmed below)[[2]](#footnote-2) |
|  |

**Section 2**

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| **Centre/Site transfer** |
| **Full Name of Learner** |  |
| **Reg ID** |  | **Course ID** |  |
|  | **From** | **To** |
| **Qualification Title** |  |  |
| **Centre Name** |  |  |
| **Reason for Transfer** |  |

1. There will be an administration charge for all changes to learner details unless as a result of an error by us. [↑](#footnote-ref-1)
2. Learners will receive certificates bearing the name they enrolled with on registration. Changes to name (as a result of marriage, divorce, deed poll) can only be made prior to certification. Changes subsequent to certification will not be allowed unless it is a spelling error on the certificate. In the case of the latter the original certificate must be returned before a new certificate is re-issued. [↑](#footnote-ref-2)