

NAME CHANGES/ADDRESS CHANGES

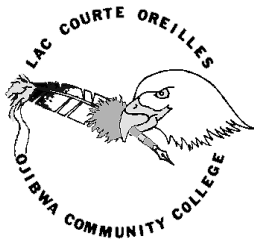
College Policy

In the interest of accuracy and legality, it is important that all official records compiled at the college are consistent. Student records will be initially maintained in the name given by the student on the Application for Admissions form.

A student may change his/her name in the college records by filling out a Change of Name form and signing an affidavit that he/she intends to use the new name consistently without intent to defraud. The Office of the Registrar will change all current records, the computer file, and records pertinent to degree completion. This affidavit is filed in the student's folder.

The student is responsible for supplying the college with correct information concerning his/her attendance at the college. L.C.O. Ojibwa Community College is not responsible for delays or errors caused by incorrect information given by the student. All students are required, for all college purposes, to use only one name at a time. The student is responsible for notifying the Office of Financial Aid.

Current addresses for students must be kept on file to assure correspondence from the college reach the student in an accurate and timely manner.



Lac Courte Oreilles Ojibwa Community College

13466 W Trepania Rd., Hayward, WI 54843

Phone 715.634.4790 Fax 715.634.5049

CHANGE OF NAME

_____, after first being duly sworn, on oath deposes and says that on or about the _____ day of _____ 20_____ he/she effectuated a name change.

That he/she has changed his/her name to, and is now known as

_____. That this affidavit is made for the purpose of declaring that _____ intends to use this new name consistently and not to defraud anyone.

Subscribed and sworn to before me

This _____ day _____, 20_____.

Notary Public, _____ County, WI,

CHANGE OF ADDRESS OR NAME

NAME _____
LAST FIRST MI

(New) _____
LAST FIRST MI

STUDENT NUMBER: _____

New Home or Permanent Address:

Street Address

New Telephone Number

City

State

Zip Code

Student Signature

Date of Change