

CA School of Business - Student & Support Services

301, 1253 91 Street SW
Edmonton, AB T6X 1E9
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www.casb.com

CHANGE OF PERSONAL INFORMATION

Please email completed & signed form to CASB at generalregistrations@casb.com

This form is to report changes to your **personal information only**. Do not use this form if you are changing employers or your employer has relocated.

Student Name: _____ **Student #** _____
(Print) First Middle Last

ADDRESS CHANGES:

New Home Address:

Street Address: _____ City: _____
Province: _____ Postal Code: _____
Home Phone Number: _____ Cell Phone Number: _____
Home Email: _____ Bus Email: _____
Name of Employer: _____

Preferred Mailing Address: Home Business Preferred Email Address: Home Business

NAME CHANGES

If your name has changed, please submit a copy of proof of name change documentation (e.g. marriage certificate, divorce decree) to CASB either by email or by mail with this form. Upon receipt of the documentation, we will effect the name change in our database. Please note that your pre-assigned WebCT ID will not change.

GOVERNANCE CHANGE REQUEST (if applicable)

I hereby request to change my provincial governance affiliation from the Institute of Chartered Accountants of _____ to the Institute of Chartered Accountants of _____.

I understand that by signing this request, I agree to comply with the provisions of the Regulated Accounting Professions Act (RAPA) of Alberta or the Chartered Accountants Act of Manitoba, Saskatchewan or BC as requested above.

Signature of Student: _____ Date: _____

Protection of Privacy – Every effort is made to protect personal information. The personal information requested on this form is collected under applicable federal and provincial legislation and the CA School of Business' policies and guidelines on data management, data access and data use. Information collected relates directly to and is necessary to meet CASB's mandate and responsibilities. It may be used for: admission, registration, academic evaluation, income tax receipts, student dues, convocation, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, General Registrations, 301, 1253 91 Street SW, Edmonton, AB, T6X 1E9, email – generalregistrations@casb.com, phone – 1 866 420 2350 or local - 780 420 2350.