

## PERSONAL INFORMATION CHANGE

Use this form to update your personal information. Use the *Change of CA Training Office* form to update your employment information.

Send completed form by EMAIL to [generalregistrations@casb.com](mailto:generalregistrations@casb.com) or MAIL to CA School of Business Student & Support Services/301, 1253 91 Street SW/Edmonton, AB/T6X 1E9.

**PRINT in capital letters or CLICK in the box to type.**

1 Personal Information			
Student name			CASB student number
First	Middle	Last	
Personal email		Business email	
CA Training Office name	Preferred email address:		<input type="checkbox"/> Personal <input type="checkbox"/> Business
	Preferred mailing address:		<input type="checkbox"/> Home <input type="checkbox"/> Employer

2 Name Change (if applicable)			
<b>Complete this section if your name has changed.</b> EMAIL or MAIL a copy of name change documentation (marriage certificate or divorce decree) with this form. We will update our records once we receive this documentation. Your module (Desire2Learn) ID will not change.			
Former name			Enclosed documentation
First	Middle	Last	<input type="checkbox"/> Marriage certificate <input type="checkbox"/> Divorce decree

3 Home Address Change (if applicable)			
<b>Complete this section to update your home address.</b>			
Street		City	
Province		Postal code	
Home phone number		Cell phone number	

4 Governance Change (if applicable)	
<b>Complete this section to request a change in provincial governance.</b> By making this request, you agree to comply with the provisions of the Regulated Accounting Professions Act (RAPA) of Alberta or the Chartered Accountants Act of BC, Manitoba, Saskatchewan, Northwest Territories, Nunavut, or Yukon, as requested below.	
Current provincial affiliation	Requested provincial affiliation

Signature	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, communication with your employer, distribution of educational material and information, statistics, research and other operational activities. Direct any questions about data collection and use to: Director, Student Services, 301, 1253 91 Street SW/Edmonton, AB/T6X 1E9, email – [generalregistrations@casb.com](mailto:generalregistrations@casb.com), phone – 1 866 420.2350 or local - 780 420.2350.