

# INTERNATIONAL INSTITUTE OF COSMETOLOGY

## CHOSEN FIRST NAME POLICY

IIC recognizes that some students and employees prefer to use chosen first names other than their legal ones to identify themselves. In certain circumstances, IIC offers the option to use a chosen first name. The School provides this accommodation in order to help foster a more welcoming, supportive, and respectful campus climate for the entire community, and in-line with IIC values.

### *Permissible Use of Chosen First Name*

Students, student applicants for admission, and employees may elect to use a chosen first name other than their legal first name for certain purposes at IIC. Chosen first names are limited to alphabetical characters, a hyphen, and a space. The chosen first name does not constitute a legal name change. Students, student applicants for admission, or employees who wish to legally change their name (first and/or last) must submit a legal name change document such as a court order or divorce decree.

Generally, it is expected that applicants, students and/or employees request no more than one chosen first name while enrolled or employed at IIC. Approval to change a chosen first name more than once will be at the sole discretion of IIC administration. At any time, applicants, students, or employees may discontinue use of a chosen first name by notifying IIC administration.

### *Prohibited Use of Chosen First Names*

Chosen first names shall not be used for the purposes of misrepresentation, avoiding legal obligations, or in any manner that violates School policy, federal, state or local law. If the School determines that an applicant, student, or employee is using a chosen first name unlawfully or in violation of this policy, the School will discontinue use of this name and will refer to the student or employee by their legal name.

The legal first name must always be used in the following places, as legally or operationally required:

- Degree Verification
- Employment Verification
- Enrollment Verification
- Federal and State Agency Reporting
- Financial Aid
- Human Resources Benefit Information
- Official/unofficial Academic Transcript
- Paycheck and W2
- Student Progress Reports and Satisfactory Academic Progress Reports
- Student Accounts

### *Use of Chosen First Name for Diploma and post-Graduation Name Changes*

By default, students' legal names are printed on diplomas and certificates even if a chosen name was selected. Diplomas and certificates are printed with the legal name a student has on the date they completed the program. Should a student desire a diploma or certificate be issued in a different name following that date, a formal request must be made to the School with supporting documentation (examples: state ID, driver's license, court order, marriage certificate, name change affidavit). A fee will

be assessed for any reissued diploma or certificate. In addition, the student is required to complete and acknowledge the following, or the request may be denied:

- The original diploma or certificate is returned to the School, or a notarized statement is furnished indicating that the original has been lost or destroyed.
- The new diploma or certificate will indicate that it is a reissue and include a statement that it is a reissue, including the former name.

Students must keep in mind that certain countries and professions require legal names to be printed on diplomas. For additional important information concerning names, diplomas, and fees, please read the “Diploma Request” page on the IIC website.