

<b>Number:</b>	ADM-104
<b>Title:</b>	Official Seal
<b>Person responsible for enforcement:</b>	Secretary General
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## **1. Policy statement**

This regulation determines the persons authorized to use the official seal of Saint Paul University.

## **2. Regulation**

- 2.1 The official seal of the University is entrusted for safekeeping to the Secretary General of the University.
- 2.2 The official seal of the University is used only on official and legal documents, such as contracts, attestations and academic records of students and diplomas.
- 2.3 The Secretary General, the Registrar and the members of the Executive Committee of the Board of Governors are exclusively authorized to use the official seal of the University.