

Number:	ADM-104
Title:	Official Seal
Person responsible for enforcement:	Secretary General
Entered into force:	February 28, 2018
Approved:	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
Exception:	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 Administration Committee of the Board of Governors are exclusively authorized to use the official seal of the University.