



Certificate Collection

Please remember to collect your Certificates from December 2022

Certificates are important legal documents – required for CVs, job applications and to verify the Statement of Results – and **should be collected from the school main reception in person**. Please keep them in a safe place. Uncollected certificates will be held in school for one year until the student arranges collection, after that time any **uncollected certificates may be destroyed**. Exam boards will provide Replacement Certificates at a cost of approximately £50 per certificate.

Collection can also be arranged by either method below. If you choose Option 1 hand it in to the Exams Office before December, if you choose Option 2 your representative has to bring this form with them when collecting the certificate(s). For any queries regarding collection, come to the Exams Office or email g.edwards@coxgreen.com

Option 1 Tracked Mail

Please send all my Certificates by Special Delivery with Royal Mail. I will not be collecting my Certificates from Cox Green School in December 2022. I enclose £7.50 to cover the cost of tracked postage and a board back envelope: Cash Cheque (made payable to Cox Green School)

Candidate Name: _____
in capitals

Year Group: _____

Candidate Address: _____

Phone Number: _____

in capitals

Post Code: _____

Candidate Signature: _____

Date: _____

Option 2 Third Party Collection

I give my permission for my representative _____ to collect certificate(s) on my behalf. I confirm that my representative will provide photo ID on collection.

Candidate signature: _____

Representative signature on receipt of certificate(s): _____

| | | | |
|---|------------------------|------------------------|------------------------|
| £4.00 received | Exams Office Signature | Certificate posted on: | Exams Office Signature |
| <input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> n/a | | | |