



## Certificate Collection

### Please remember to collect your Certificates from January 2024

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 January, 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 [e.richardson1@coxgreen.com](mailto:e.richardson1@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 January 2024. 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):

\_\_\_\_\_

\_\_\_\_\_

£7.50 received	Exams Office Signature	Certificate posted on:	Exams Office Signature
<input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> n/a			