

TO: EXAMS OFFICE –
RE: CERTIFICATE COLLECTION AUTHORISATION

Please complete this section under all circumstances

Name of former student:- _____

(Please return to the Exams Office or email exams@sc.coastandvale.academy)

.....**Do NOT remove lower portions.**.....

If you are unable to attend on certificate evening, to make alternative arrangements to receive your certificates (other than collecting in person at a later date), please also complete below:-

*****Complete EITHER this section*****

I authorise _____ (insert full name of person who will collect the certificates) to collect my GCSE certificates as I cannot collect them. This person understands that they will need to bring along their own **photographic identification** (such as a passport or photo driving licence) in order to receive my certificates. **Please phone Mrs S Clark to agree a collection date and time.**

Signed: _____ (Student) Name: _____

*****OR this section*****

Please send my GCSE certificates to me at home as I cannot collect them.

My address is:- _____

I enclose a cheque (payable to COAST AND VALE LEARNING TRUST) for **£7.65** to cover the cost of special delivery.

Signed: _____ (Student) Name: _____

FOR OFFICE USE ONLY

Date received:

Amount received:

Date posted: