

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 portion**.....

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

*****Complete 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 or email Mrs S Clark in Exams to agree a collection date and time.**

Signed: _____ (Student) Name: _____

If you wish your GCSE certificates to be posted home by special delivery at the cost of **£7.35** please email exams@sc.coastandvale.academy for payment details and to confirm your postal address.

FOR OFFICE USE ONLY

Date received:

Amount received:

Date posted: