Certificate collection information for candidates Desborough College

Certificates are available for collection from December 6th from reception in school hours and then on selected evenings as below.

| Date(s) | 7/12/21 and 14/12/21 | Time(s) | 4.30 pm – 7.00pm |
| --- | --- | --- | --- |
| Collection point | School Reception | **Identification must be provided on collection** |

If you are unable to collect certificates, please complete and return the tear-off form below.

**Checking certificates**

On collection, you should carefully check that your personal information (name, date of birth, etc.) is correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

**Uncollected certificates**

Certificates will be held in the Exams office for one year.

In case of query, please contact Alison Hatcher, Exams Officer by e mail at

alisonhatcher@desborough-college.net

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Candidate permission form

Certificate collection

The normal arrangements for collecting certificates are in person from the school.

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

|  |  |
| --- | --- |
| Candidate name |   |
| * Certificates should be sent to my home address1 for which there is a £5 fee which I have paid. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect
* I give permission for my representative \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ to collect certificates on my behalf. I confirm that my representative will sign to confirm collection and that my personal details and grades are correct
 |
| Candidate signature |  | Date |  |

1Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.

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| Completed forms should be returned Alison Hatcher. |