



### Certificate Collection Information for Students

Certificates are available for collection, as follows; if you are unable to collect certificates, please complete the tear-off form below.

|                          |   |  |               |
|--------------------------|---|--|---------------|
| <b>Available From:</b>   | Monday 2 <sup>nd</sup> December 2024 to<br>Friday 17 <sup>th</sup> January 2025 | <b>Times:</b>  | 8am to 3.30pm |
| <b>Collection Point:</b> | School Reception  | <b>Identification must be provided on collection</b> |               |

#### 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 are retained for a period of 12 months from date of issue, after which they are disposed of confidentially and you would have to request copies from the relevant examining board. In case of query, please contact the Exams Office on 01494 535196 or email [HW-Certificates@stmichaelscs.org](mailto:HW-Certificates@stmichaelscs.org).

Please note: it is important to collect and keep your certificates safe. Future copies will need to be obtained from the examining bodies and currently cost approximately £50 per certificate.



#### Candidate Permission Form

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

Candidate Name: \_\_\_\_\_

I give permission for my representative (enter name) \_\_\_\_\_

To collect my certificates on my behalf. I confirm my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct.

I give permission for my certificates to be posted. I will provide a self-addressed envelope containing 2 first class stamps. I confirm 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.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_