



# Examinations Office



## SUMMER 2016 Examination Certificates - Collection Arrangements

Examination Certificates are now available for collection from College Reception during normal opening hours.

When collecting your certificates you will need to bring some ID with you. For example, this could include your passport, driving licence or old student card.

If you require someone to collect your certificates for you, they will need to bring with them a written letter of authority from you. We have provided a letter of authority below, or you can use your own, as long as it contains all the necessary information: Your name, your DOB, your signature and the full name of the person to whom you are giving permission. The person collecting certificates on your behalf will be asked for some photographic proof of their ID, so please ask them to bring something suitable with them (drivers licence, passport, etc.).

**Please note that we do NOT post out any uncollected certificates.**

**Any certificates that remain uncollected will be destroyed and you will have to contact the Awarding Bodies yourself for a replacement, which could cost up to £50 for each certificate**

**It is important that you collect your certificates. They are YOUR responsibility. Employers and other educational institutions are more frequently requesting to see original certificates and sometimes will not accept statements of results.**



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**LETTER OF AUTHORITY**

NAME OF STUDENT ..... (PRINT NAME)

DOB OF STUDENT .....

I hereby give authority to ..... (PRINT NAME)  
To collect my examination certificates on my behalf.

Signature of student..... DATE.....