



# Examinations Office



## Examination Certificates – Collection Arrangements

Examination Certificates for 2018/19 (and any previous years) will be available to collect from Monday 2nd December 2019.

Please call into Reception during opening hours (Monday – Friday 8am until 4pm)

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. The letter of authority must contain **all** the following information: Your name, your DOB, your signature and the full name of the person to whom you are giving permission to and their relationship to yourself. If the letter of authority is missing some of this information we will not be able to issue your certificates. 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 certificates home, replacements are costly (around £60 each) and they may be requested by employers as proof of your qualifications.**

***Certificates not collected 3 years after you have left College will be destroyed.***