

Certificate Collection

Please remember to collect your Certificates from school from December

Certificates are important legal documents – required for CVs, job applications and to verify the Statement of Results – and **should be collected from main reception in person**. Please keep them in a safe place. Uncollected certificates will be held in school for one year until the student arranges collection, after that time any **uncollected certificates may be destroyed**. Exam boards will provide Replacement Certificates at a cost of approximately £40.

Collection can also be arranged by either method below. If you choose Option 1 hand it in to the Exams Office, if you choose Option 2 your representative has to bring this form with them when collecting the certificate(s). For any queries regarding collection, come to the Exams Office or email at exams@furzeplatt.net.

Candidate information

Candidate Name: _____ Year Group: _____
in capitals
Candidate Signature: _____ Date: _____

Option 1 Tracked Mail

☐ Please send all my Certificates by trackable post with Royal Mail. I will not be collecting my Certificates from FPSS in December. I enclose £2.50 to cover the cost of tracked postage and a board back envelope:

☐ Cash ☐ Cheque (made payable to Furze Platt Senior School)

Candidate Address: _____ Phone Number: _____
in capitals

Post Code: _____

Option 2 Third Party Collection

☐ I give my permission for my representative _____ to collect certificate(s) on my behalf. I confirm that my representative will provide photo ID on collection.

Representative signature on receipt of certificate(s):

For Exams Office use only

Collected on:	Certificate No:	£2.50 received	Exams Office
		<input type="radio"/> Cash <input type="radio"/> Cheque <input type="radio"/> n/a	