



Certificate Collection

Please remember to collect your certificates from January 2025

Certificates are important legal documents required for CVs, job applications and to verify the Statement of Results and should be collected from the **school 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 £50 per certificate.

Collection can also be arranged by either method below. If you choose Option 1, please hand in to the Exams Officer before January. If you choose Option 2, your representative must bring this form with them when collecting the certificate(s).

For any queries regarding collection, please email either enquiries@coxgreen.com or g.hart@coxgreen.com

Option 1: Tracked Mail

Please send all my certificates by Special Delivery with Royal Mail. I will not be collecting my certificates from Cox Green School in January 2025.

A cost of £7.50 is required to cover the cost of tracked postage and a board back envelope.

Please make payment via bank transfer to: **Cox Green School Fund, sort code: 30-95-36, account number: 03489831**

(Please use your child's name and 'certificate' as the reference)

Candidate name: _____

Year group: _____

Candidate address: _____

Phone: _____

Postcode: _____

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.

Candidate's name: _____

Candidate's signature: _____

Representative signature: _____

Date: _____

£7.50 received (yes/no)	Exams Office Signature	Certificate posted on:	Exams Office Signature