

Our ref: HBU

5<sup>th</sup> March 2018

### **Exam Certificate Collection**

Dear Student

Certificates for June 2017 examinations are now available for collection from college reception.

If you are unable to collect the certificates yourself, you can nominate someone else to collect your certificates by giving them signed written permission. This includes parents and other family members or friends. Please ask them to bring your written permission and a form of ID.

Examination Certificates are the evidence of your qualifications and employers and training providers will need to see them throughout your career. It is therefore vital that you collect your certificates and keep them safe. Exam boards charge up to £45 each for replacements.

Certificates will not be issued to anyone other than the person named on them without written permission and ID.

Please do not hesitate to contact me if you need any further information.

Yours sincerely

Mrs H Buckenham  
**Examinations Officer**