

## CERTIFICATES – COLLECTION/DELIVERY

### CERTIFICATES

PLEASE NOTE – Certificates will not be available until November. If you are going to be away in November, maybe at university, you should read the following and make the necessary arrangements, detailed below, before you go.

When certificates are available in November if the candidate remains at Highcliffe School, the Exams Office will distribute certificates to them during school hours. If the student has left Highcliffe School we will write to/email them when the certificates are ready for collection.

**Regulations require that the candidate must sign for their certificates.**

Former students will be able to collect and sign for certificates from the school reception. If a student is unable to collect certificates in person a nominated representative may collect them on their behalf, or they can authorise us to send them by post.

Regulations require that any certificates posted must be sent via Royal Mail Special Delivery to the candidate. This will incur a cost of £6.85.

A form to nominate someone to collect certificates (Section A), or to apply and pay for us to send them by post (Section B) can be found on page 2 of this notice.

Exam Certificates are extremely important documents, often required by employers or higher education establishments as proof of qualification. Given the importance of these documents, it is vital the School always has the most up-to-date contact information for students, even in the months after a student leaves the school so we know who to contact when certificates are available. We are instructed by Exam Boards to destroy unclaimed certificates 12 months after the date they become available. If in future you need to apply to the exam boards for a replacement they currently charge around £50 for each certificate.

## Section A

**Candidate's representative must bring this form with them when collecting the certificates.**

Candidate's Name: .....

I authorise you to give the above candidate's certificates to:

Name of Representative .....

Candidate's Signature .....

Date .....

Representative's signature.....

Date .....

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## Section B

**Please Return to:**

**Data and Examinations Office, Highcliffe School, Parkside, Highcliffe, Christchurch, Dorset, BH23 4QD**  
**Or email to [dataoffice@highcliffeschool.com](mailto:dataoffice@highcliffeschool.com) (We can only accept email permission from the candidate.)**

Candidate's Name: .....

I confirm that you may post my certificates to:

Address for delivery: .....

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I have enclosed a cheque for £6.85. (Please note that certificates will be posted 5 working days AFTER the cheque banking date Or for online payment please contact the school for bank account details)

Candidate's Signature .....

Date .....

Office use only					
Chq to Finance		Date Banked		Posted Date	