CHENEY SCHOOL – Certificate collection form

Certificates can be collected from Main reception.

If you are unable to collect certificates in this way, please indicate below your preferred method by ticking the relevant box and completing the required information.

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| **Candidate name** |  | Year 11 | Year 12 | Year 13 | 20 .. |
| **□** Certificates should be sent to my home address\*. A payment of £5.00 is required for any certificates posted. Payment can be made by cash, cheque or bank transfer. Account details: sort code: 30-80-45, account no: 33977960. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.□ I give permission for my representative \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct. |
| **Candidate signature** |  | Date |  |
| **Signature of person collecting** |  | Date |  |

\**Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. The centre does not take any responsibility for certificates sent out to addresses where this process has not been followed.*

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| Completed forms should be returned to the EXAMS OFFICE |