



## Exam Certificate Collection

Certificates can be collected from the school Reception between 8.30am and 3.30pm during term time.

Your certificates are important legal documents that you will need throughout the course of your career. Employers, colleges and universities often insist on seeing original qualification certificates. Please make every effort to collect your certificates and keep them safe. Unfortunately, we cannot store certificates in school for extended periods of time. If uncollected, they are securely destroyed after 3 years. Replacement certificates will cost you over £40.00 from each exam board.

If you cannot attend in person, you can ask a friend or relative to collect on your behalf. They must bring a signed copy of the form below with them, signed by you. If you have any questions please email: [naylerg@haileyburyturnford.com](mailto:naylerg@haileyburyturnford.com)

We wish you every success in your future studies and careers.

### From the Exams Team

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### Exam Certificate Release Form 2020

I, \_\_\_\_\_ (full name of student)

authorise \_\_\_\_\_ (full name of nominated person)

to collect my examination certificate(s) on my behalf.

Signature \_\_\_\_\_

Date \_\_\_\_\_

