

### **Exam Certificates Summer Series 2025**

Exam certificates for the Summer Series 2025 will be available for students to collect from December 2025. For students returning to the Sixth Form exam certificates will be distributed through the Sixth Form Centre from the 1<sup>st</sup> December 2025 onwards.

For students not returning to the Sixth Form exam certificates will be available for collection from Reception at The Regis School from 1<sup>st</sup> December 2025 onwards between 11:00 am – 4:30pm, term time only. If you are unable to collect your certificates in person, a friend or relative may be nominated using the form below.

Alternatively, if you will not be able to collect your certificates, please complete the slip below and return to the Finance Office with a payment of £5.00. Your certificates will then be sent out in the post recorded delivery after the 1<sup>st</sup> December 2025.

**If your certificates are not collected or no payment is received we will hold them within the school for 12 months. After this time you will have to contact exam boards directly to obtain copies. Exam boards will charge for any replacements certificates that are requested.**

If you require further information, please contact:

- Miss Ramsden, Exams Officer
- 01243 872140
- [exams@theregisschool.co.uk](mailto:exams@theregisschool.co.uk)

Please return this part of the form, if necessary, to the Finance Office

<b>Student Name:</b>	
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Please complete if you authorise someone to collect certificates on your behalf

<b>Name of person collecting certificates</b>	
<b>Signature of person collecting certificates</b>	
<b>Student signature and Date</b>	

Please tick if you wish for certificates to be mailed out to you

<b>I am unable to collect my certificates and I enclose a payment of £5.00</b>	
<b>Address to send certificates</b>	