



March 2021

Dear Student,

**Exam Certificates Summer Series 2021**

Exam certificates for the Summer Series 2021 will be available for students to collect from the 23<sup>rd</sup> November 2021.

For students returning to the Sixth Form exam certificates will be distributed through the Sixth Form Centre from the 23<sup>rd</sup> November 2021.

For students not returning to the Sixth Form exam certificates will be available for collection from Reception at The Regis School from 23<sup>rd</sup> November 2021 between 8:00 am – 4:30pm. 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 23<sup>rd</sup> November 2021.

**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: Mrs Butcher, Exams Officer, tel: 01243 872140 or email: [exams@theregisschool.co.uk](mailto:exams@theregisschool.co.uk)

Yours sincerely

Mrs Butcher

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

Student Name		Tutor Group	
I am unable to collect my certificates and I enclose a payment of £5.00			
If moving after 1 <sup>st</sup> September New Address including postcode			
Permission for someone else to collect my certificates	YES / NO		
Name of person collecting the certificates			
Signature of person collecting the certificates			
Students signature and Date			