

Dear Student,

**Exam Certificates Summer Series 2022**

Exam certificates for the Summer Series 2022 will be available for students to collect from November 2022. For students returning to the Sixth Form exam certificates will be distributed through the Sixth Form Centre from the 23<sup>rd</sup> November 2022.

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 2022 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 2022.

**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,
- 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>	
<b>New Address including postcode (If moving after 21<sup>st</sup> July)</b>	

Please complete if you wish for 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>	
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