The Regis School
The best in everyone
Part of United Learning

March 2019

Dear Student,

Exam Certificates

Exam certificates will be available for students to collect from the Monday 18th November 2019.

For students returning to the Sixth Form exam certificates will be distributed through the Sixth Form Centre from the Monday 18th November 2019.

For students not returning to the Sixth Form exam certificates will be available for collection from Reception at The Regis School from 18th November 2019 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 by Friday 13th July 2019 with a payment of £5.00. Your certificates will then be sent out in the post recorded delivery after the Monday 18th November 2019.

If your certificates are not collected and 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

Yours sincerely

Mrs Butcher

Please return this part of the form, if necessary, to the Finance Office before **Friday 12th July 2019**

Student Name		**Tutor Group**	
I am unable to collect my certificates and I enclose a payment of £5.00			
If moving after Monday 2nd September 2019 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			

Principal Mike Garlick

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