



STUDLEY HIGH SCHOOL
AN ACADEMY TRUST SCHOOL – ALWAYS AIMING HIGHER

CERTIFICATES THIRD PARTY COLLECTION

PERMISSION TO COLLECT A CANDIDATE’S CERTIFICATES

To Student:

Please print and complete this form _____ (Name)

_____ (Address 1)

_____ (Address 2)

_____ (Address 3)

_____ (Address 4)

_____ (Date)

TO: Examinations Office

I am unable to collect my certificates in person from school, and therefore, give permission for _____ (Print Name) to collect them on my behalf.

He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.

Yours faithfully

Student: Signature _____

Student: Print Name _____

Exam/Candidate Number _____

This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above).

Office Use Only: ID Checked – please initial