CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

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| Candidate name |  |

Certificates are available for collection at the prize presentation event as follows:

| Date(s) | Thursday, 21st November 2024 | Time(s) | Doors open at **6.15pm** for a prompt **7pm** start. No entry after the doors are closed. |
| --- | --- | --- | --- |
| Entry Process | **Candidates must sign in at reception before they proceed to the hall**  |

If you are unable to collect certificates at the event on the 21st of November, please complete and return the form below.

You may also collect in person, from reception, at any time from the 22nd of November, up to the 20th of December 2024.

If you would like a representative to collect on your behalf, please ensure the form below is completed and returned.

Certificates will be archived after the Christmas break, and collection will require an appointment thereafter.

**Checking certificates**

Upon collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grades issued to you are shown. If you think there are errors, please speak with a member of staff at your first opportunity.

**Uncollected certificates**

These may be disposed of via confidential waste after one year’s retention.

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CANDIDATE PERMISSION FORM: Certificate collection

If you are unable to collect certificates at the prize presentation event, please indicate below your preferred method by ticking the relevant box and completing the required information. If you require certificates to be posted, please arrange to provide us with a stamped addressed envelope.

|  |  |
| --- | --- |
| Candidate name |  |
| * Certificates should be sent to the addressI have written on the stamped addressed A4 envelope that I have provided1. I confirm that I am taking full responsibility in case of loss of my certificates during the postal process and in case any details on my certificates are incorrect.
* I give permission for my representative: insert name of representative here

to collect certificates on my behalf. I confirm that my representative will provide photographic ID on collection and will sign to confirm collection and that my personal details and grades are correct |
| Candidate signature |  | Date |  |

**1 Certificates will not be posted to you without provision of a stamped addressed A4 envelope.**

Completed forms should be returned to information@tibshelf.derbyshire.sch.uk before the 22nd July 2024.