

Candidate permission form

Chauncy Certificate collection - Leavers

Exam certificates may now be collected from the exams office **any afternoon (term time) between 1pm and 3pm**. These are legal documents, so your signature will be required!

If you are unable to come at this time, you will need to contact the exams office at exam@chauncy.org.uk to arrange an appointment.

Alternatively, you nominate a friend or relative to collect these on your behalf. In this instance, you will need to complete the authorisation form below. The nominated person will be required to bring the completed form with them.

Uncollected certificates will be held for a minum of 12 months, after which they may be returned to the examining bodies.

Candidate name			
Year of leaving			
I give permission for my representative _____ insert name of representative here _____ to collect and sign for my certificates on my behalf. I confirm that my representative will provide ID on collection			
Candidate signature		Date	

Please bring this letter with you!