

## CERTIFICATE COLLECTION INFORMATION FOR CANDIDATES

### Candidate name:

Certificates are available for collection, as follows:

Date(s)	<b>Monday 1st December to Thursday 4th December</b>	Time(s)	<b>09:30am – 2:00pm</b>
Collection point	<b>Reception</b>	<b>Identification must be provided on collection</b>	

If you are unable to collect certificates, please complete and return the form below.

### Checking certificates

On collection, you should carefully check that your personal details (name, date of birth, etc.) are correct and that the correct final grade(s) issued to you is/are shown. You will be required to sign that you have collected your certificates and confirm they are correct.

### CANDIDATE PERMISSION FORM: Certificate collection

Please indicate below your preferred method by ticking the relevant box and completing the required information.

Candidate name			
<ul style="list-style-type: none"> <li>• Certificates should be sent to my home address<sup>1</sup>. 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</li> <li>• I give permission for my representative: <i>insert name of representative here</i></li> </ul> <p>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</p>			
Candidate signature		Date	

Certificates will be sent to the address held on record at the centre. Any change of address should be notified through the official change in details process. Budmouth Academy does not take any responsibility for certificates sent out to addresses where this process has not been followed.

**Completed forms should be returned to Mrs J Whitehead [jwhitehead@budmouth-aspirations.org] by Thursday 20th November 2025**