

REPLACEMENT CERTIFICATE REQUEST FORM

- Please complete this form if you require a replacement certificate. Forms which are incomplete may result in a delay in processing, or in some cases, may mean that your request cannot be processed at all. If your name is significantly different to your original name, we may require further information and/or evidence to support the requested change
- Fees must be paid up front and in full, before your request can be processed. This is £40.00 per qualification.
- Fees apply if an error has been made by you (ie with your name) on your enrolment form, or if you have lost or damaged your certificate(s).
- Complete only **one** of the following Sections in black or blue pen, and sign and date the form in the signature box: **PLEASE USE BLOCK CAPITALS TO ENSURE LEGIBILITY.**

Section 1: Incorrect Spelling/Incomplete Name or Incorrect Name Order OR to replace a damaged certificate

Write in the space below, your full/exact name as you want it to appear on your replacement certificate(s).

.....

Date of Birth: Gender: Male Female

I have attached the original (incorrect) certificate(s) to this form
(NB the request cannot be processed unless all original certificates are supplied. Photocopies are **not** acceptable)

Section 2: Lost Certificate

First Name:

Family/Surname:.....

Date of Birth: Gender: Male Female

Please name the qualification/course you did:

Where did you do the course? (venue/location):

What was the name of your Tutor?:

In which Academic year did you achieve your certificates? (eg 2009/10):

Name of the Awarding Body(ies):

Signature:

By signing this form you authorise us to apply for a replacement certificate(s) in the name you have supplied above:

..... Dated:

Please provide your current phone no here, in case we need to contact you:

Payment (Staff Only)

Total Replacement certificate fees received
of £

Receipt Number:
.....

Completed Form/Certificates/Fees/Receipt to be submitted to Curriculum and Accreditations Manager. Please allow 4 weeks for processing.