

Northfleet Technology College
Colyer Road
Northfleet
Kent DA11 8BG

Tel: 01474 533802
Fax: 01474 536122
Email: office@ntc.kent.sch.uk
Web: www.ntc.kent.sch.uk
Head: Jane Partridge

20 November 2017

Dear Candidate

Certificate Collection

Please remember to collect your Certificates from school from December. Certificates are important legal documents required for CVs, job applications and to verify the Statement of Results and should be collected from the exams office in the 6th form area in person.

Please keep them in a safe place. Uncollected certificates will be held in school for one year until the student arranges collection, after that time any uncollected certificates may be destroyed. Exam boards will provide replacement certificates at a cost of approximately £40. Collection can also be arranged by either method below. If you choose Option 1 please complete your details and give the form to the Exams Office, if you choose Option 2 your representative has to bring this form with them when collecting the certificate(s). For any queries regarding collection, go to the Exams Office or email at exams@ntc.kent.sch.uk

Yours sincerely



M Foord
Exams Officer

Option 1 Tracked Mail

Please send all my Certificates by trackable post with Royal Mail. I will not be collecting my Certificates from NTC in December. I enclose £2.50 to cover the cost of tracked postage and a board back envelope

Cash Cheque (made payable to Northfleet Technology College)

Candidate Name: _____

Candidate Address: _____

Post Code: _____ Candidate Signature: _____

Date: _____

Option 2 Third Party Collection

I give my permission for my representative _____
to collect certificate(s) on my behalf.

I confirm that my representative will provide photo ID on collection

Candidate name _____ Signature _____

Representative signature on receipt of certificate(s): _____

For Exams Office use only Collected on:

Certificate Nos: £2.50 received Exams Office Cash Cheque n/a