

## **Certificates**

The College will write to students in the autumn term to invite them to an Awards Evening. Details of the date and location will be given in the letter. Students will sign for the collection of their certificates on this evening.

If a student cannot attend they may give written consent for someone else to collect their certificates, this needs to be done in advance by emailing [exams@s6f.org.uk](mailto:exams@s6f.org.uk)

An alternative route is for students to email [exams@s6f.org.uk](mailto:exams@s6f.org.uk) and request their certificates to be posted to them. There is a charge for this which must be paid using Wise Pay prior to the certificates being posted. Please note we do not accept cash or cheques. Students needing support with logging on to Wise Pay should contact [studentservices@s6f.org.uk](mailto:studentservices@s6f.org.uk)

Certificates that are not collected will be held at the College until 1/11/2023. After this time certificates that have not been collected will be returned to the exam boards. Students should note that the College does not retain copies of certificates and replacements can only be issued by the relevant exam board at a cost.