



HECKMONDWIKE
GRAMMAR SCHOOL

Certificate Posting Request

For the attention of the Exams Office:

Candidate Name: _____

Year of final exam: _____

Contact email address: _____

Contact phone number: _____
(in case of queries processing your request)

I authorise the Heckmondwike Grammar School to post out my *GCSE / GCE certificates in the attached stamped, self-addressed envelope.

I accept that Heckmondwike Grammar School will take no responsibility for loss or damage to the certificates once they have left the premises.

Candidate Signature: _____

Date: _____

Please note that certificates that are not collected within 12 months of being awarded will be destroyed in line with awarding body guidelines.