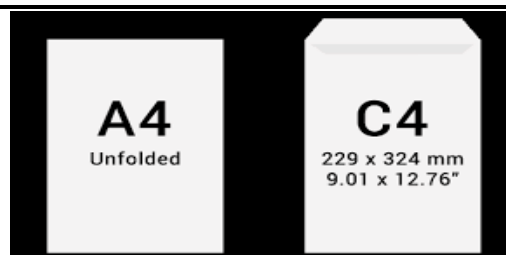


HOW TO RECEIVE YOUR EXAM CERTIFICATES BY POST

Get two large, blank empty envelopes –

They must be at least UK size C4 in size so that they can hold a sheet of A4 paper without it being folded.

Post Offices usually sell single large envelopes.



Some students like us to return their certificates in a hard (or board) backed envelope (C4 size) so that the certificates stay in good condition in the post.

If so, your second envelope will have to be big enough to put this board backed envelope inside without folding it.



Buy postage/ stamps to the value of **£5.50**



On one of the envelopes (the one you want us to send your certificates in), write your full name, the UK address that you want the certificates to be sent to, and stick the £5.50 in stamps on.

This is called a stamped, self-addressed envelope (or ssae)

Place **£5.50**
postage here

Write your name here

*Write the UK address where you want the
certificates posted to*

Don't forget the postcode

Complete the form below –

Make sure you fill in all the boxes; if you omit any information we may not be able to find your certificates.

REQUEST TO POST EXAM CERTIFICATES  **MONOUX**
SIXTH FORM COLLEGE

EXAM CERTIFICATES ARE IMPORTANT, OFFICIAL DOCUMENTS WHICH
ARE EXPENSIVE AND TIME-CONSUMING TO REPLACE

Place the stamped self-addressed envelope **and** the completed form inside the second envelope.

Seal the envelope.



Address that envelope to the exams office at the college.

Go to the Post Office to have your envelope weighed, don't just guess the postage; it will cost more than a normal first-class stamp because it is large and has another envelope folded inside. If you've put a board-backed envelope inside, it will be heavier than a normal letter too and so cost more than a normal first-class stamp.

Postage
here

Exams Office
Sir George Monoux College
190 Chingford Road
London E17 5AA

If you don't put enough postage on the envelope addressed to college it won't reach us, so get the item weighed at the Post Office before sending it to us!

REQUEST TO POST EXAMINATION CERTIFICATES



EXAM CERTIFICATES ARE IMPORTANT, OFFICIAL DOCUMENTS WHICH ARE EXPENSIVE AND TIME-CONSUMING TO REPLACE.

To have your exam certificates posted to you (in the UK only) **PLEASE FOLLOW THESE INSTRUCTIONS CAREFULLY:**

1. Print this form.
2. YOU (the person named on the certificate) MUST COMPLETE AND HAND SIGN this form.
3. Put the completed form inside the envelope addressed to Monoux, WITH the second A4 size envelope that has your name and address on it, AND ALSO HAS AT LEAST £5.50 STAMPS on it.
4. Post the form WITH the self addressed envelope in a second envelope to the Exams Office at SGMC.
5. When we receive your self-addressed and stamped envelope (with at least £5.50 postage on it) and this signed form we will search for your certificates and send them to you.
6. We will do this as soon as we can, but please allow at least 3 weeks for us to deal with your request.
7. Provide your email address so we can let you know that the certificates have been despatched.
8. We will keep this form as we are required to keep your signature and written request.

STUDENT NAME Please use capital letters so that we can read your name			
CANDIDATE NUMBER		MONOUX COLLEGE ID NO.	
STUDENT EMAIL ADDRESS			
UK ADDRESS TO SEND CERTIFICATES TO This must match the address on your self addressed envelope			
YEAR YOU LEFT MONOUX			
SUBJECTS AND GRADES ACHIEVED			
STUDENT SIGNATURE			
DATE			

For Monoux College use only

Date completed form and self stamped addressed envelope received	
Date certificates despatched	