



Corby Business Academy

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Principal: Simon Underwood

1st December 2023

Exam Certificates

Dear Student,

Exam certificates have now arrived at Corby Business Academy.

You will be able to collect your certificates from 6th December 2023 between the hours of 8.00 a.m. – 4.00 p.m.

You will be asked for some form of photographic identification and to sign for your certificate.

If you are unable to collect your certificates personally, you may arrange for someone else to pick these up for you. The Academy will need an email or letter of authorisation giving the details of the person collecting your certificates on your behalf. They will need to bring some form of photographic identification with them.

Use of the postal system is not recommended from awarding bodies. Replacement certificates cost £47.00 each. Please contact the Academy if you are unable to make arrangements to have your certificates collected. Please contact me via email at dataexams@corbybusinessacademy.org or call 01536 303120.

Yours sincerely

Kristy Shields

Mrs. K. Shields
Exams Officer