CITY OF LONDON COLLEGE
A University Sector Premier College

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AWARD REPLACEMENT REQUEST FORM

Please complete this form (in **BLOCK** letters) to obtain course award document that you need from the College. Forms submitted with an incomplete information may cause delay in issuing the document.

Please note:

- **Please ensure that if you require a name change then a legal document attested by a qualified lawyer would be needed.**
- **Certificates cannot be issued to those having outstanding balance**
- **Time for issuing replacement awards will depend on the awarding body which may take 4 to 6 weeks**
- **Conforming to UK data protection legislation, a certificate request must come from the award holder only and will be issued to award holder only. Copy of the certificate, student's passport and UK ID card or visa page must be submitted.**
- **There is a charge for this service depending on the awarding body as below**

Edexcel - £50	City&Guilds - £35	Kalaidos University of Applied Sciences £350	Birmingham City University - £50	University of Greenwich - £50	University of Wales £30	University of London £50

- **Relevant amount can be remitted in the bank account as per below stated details**
  Account Name: City of London College **Account Number**: 80214280 **Bank Name**: Barclays Bank plc **Branch:** Wembley & Park Royal Branch **Bank Address:** Acorn House, 36-38 Park Royal Road, London NW10 7 JA, **UK Sort code:** 20 92 63
  BIC code: BARCGB22 **IBAN Number:** GB18 BARC 209263 80214280
- **There may be additional requirements which may change from time to time by the relevant awarding body.**
- **Incomplete forms will NOT be processed.**

Student Details

Student ID No: 0 0 0 1 _ _ _ _ _ _

Title: _____ Surname Name: _____ First Name: _____

Date of Birth: _____ Nationality: _____ UK Phone No. _____

Address (UK): _____

_____ **Post Code:** _ _ _ _ _ _ _ _

Overseas Address: _____

_____ Email Address: _____

Course Details

Start Date: _____ End Date: _____

Award Delivery

In Person: _____ Contact number: _____

Post to: _____

Email address: _____

Signed: Date:

FOR OFFICE USE ONLY:

Reasons for not issuing the replacement certificate: _____

Any other comments: _____

Authorised By

Name: _____

Signed: _____

Date Checked: _____

Time Checked: _____

Fee Status Folio #: _____

Tuition Fee: _____

Fee Paid: _____

Remaining Balance: _____

Signed / Date: _____

Result Check

Overall grade: _____

Level: _____