Skills and Education Group Access

Request for Replacement Certificate

There may be occasions when a student is required to present their Access to HE Diploma certificate to an Higher Education Institution, or potential employer for verification of achievement and award. If a student has lost or misplaced their certificate, a request for a replacement certificate can be made to Skills and Education Group Access by a student or a tutor on behalf of a student.

Before any replacement certification can take place, this form must be completed and sent together with payment and proof of identity to:

accesstohe@skillsedugroup.co.uk

The following fees will apply:

* Student Replacement Certificate request - £50
* Centre Replacement Certificate request - £50 (please note that if this is as a result of the centre misplacing the original, this may impact on your centre risk rating)
* Post Awards Board Amendment with reissued certificate (per amendment) £100
* Letter of Verification - £50 (inclusive of search fee; an additional fee will also be charged for International postage)
* Letter of Verification and Replacement Certificate - £100

Please make cheques payable to **Open College Network Yorkshire & Humber Region** or monies can be transferred directly into one of the following accounts:

* UK PAYMENTS: Account Name: Open College Network Yorkshire & Humber Region: Sort Code: 54 21 07: Account Number: 21207682 or

**INTERNATIONAL PAYMENTS:**

* BIC: NWBKGB2L/IBAN: GB19 NWBK 54210721207682

Please use the word **ACCESS** and your **SURNAME** as the Payment Reference for bank transfers. A refund minus an administration charge may be given where awards cannot be verified.

|  |  |
| --- | --- |
| **Surname:** |  |
| **Forename(s):** |  |
| **Full Name under which original certificate was issued if different from above:** |
| **Surname:** |  |
| **Forename(s):** |  |
| **Date of Birth:** |  |
| **Photographic Evidence Supplied:** *(photo ID, driving licence or passport) (if no, return to sender)* | **Yes/No** | **Evidence:** |  |
|  |
| **Address:** |  |
| **Tel.:** |  |
| **Email:** |  |
| **Centre Name and Address:** |  |
| **Centre UKPRN:** *(If known)* |  |
| **Access to HE Diploma Title** |  |
| **Run Id (if known):** |  | **Year Diploma taken** (if not known please give an approximation): |  |
| **Reason for Request:** |  |
| **Payment Type:** | Cheque enclosed? |  | Bank Transfer Completed |  |
| **Purchase Order number:**(if being paid by Centre) |  |
| **Signature:** |  |

**INTERNAL USE ONLY**

|  |  |  |  |
| --- | --- | --- | --- |
| **ID Type provided and checked:** |  | By: |  |
| **Payment confirmed by finance:** |  | Date: |  |
| **Approved by Head of Access to HE:** |  | Date: |  |
| **Processed by:** |  | Date: |  |
| **ID deleted by:** |  | Date: |  |