Principal: Mr D Holtham BSc (Hons)

Chair of the Board: Mr D Morgan

4 December 2017

I hope you are well and enjoying life after EHC. Certificates from Summer 2017 exams have arrived in college and will soon be ready for distribution.

You are invited to collect them at the following times:

Monday 11 to Thursday 14 December 2017 – 1pm to 3pm
Tuesday 2 to Friday 5 January 2018 – 1pm to 3pm

If you are unable to collect your certificates at the times given but would like to come at a different time, please email me at exams@elliotthudsoncollege.ac.uk and arrange a mutually convenient time to collect them.

I understand that many of you may be unable to find time to come and collect them in person, if this is the case you have two options:

- Someone else may collect them on your behalf but they must have a letter, signed and dated by you, naming them and stating that you give permission for them to collect your certificates. The person you have named must bring the letter and photographic ID with them when they come to collect.
- You may send us a stamped, self-addressed envelope (at least big enough to fit in an A4 certificate) so that we can post them out to you. If you choose this option we will obtain proof of postage and will not be responsible for certificates which are lost in the post.

Certificates which remain uncollected on 30 November 2018 will be destroyed. Replacement certificates cost approximately £43.

I look forward to hearing from you/seeing you soon.

Yours faithfully

Mrs S Holden
Exam Officer

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The White Rose Office Park, Millshaw Park Lane,
Leeds, LS11 0LT
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Executive Principal: Sir John A Townsley BA (Hons) NPQH