



Procedure for Students receiving Certificates

All certificates received during the time a student is studying with us are held securely until their Programme of Study is complete. Certificates from the last summer exam series are not produced until after the Enquiry about Results Service is completed in October. The College then starts the process of collating certificates ready for an event in December, where students are invited back to meet up staff and collect their certificates. Students are notified about this date via a letter of invitation sent out to each student's address by the end of November.

If a student is unable to attend the event then they can make alternative arrangements to collect their certificates once the College re-opens after the Christmas break.

Please note that we keep certificates for up to 3 years.

The College will post out certificates if necessary via recorded delivery. There is a charge of £10.00 for this service. We would need to receive either cash or a cheque in advance made payable to St Mary's College, addressed to the Exams Officer. Instructions are given on a tear-off slip at the bottom of the letter of Invitation.

Copies of the Procedure displayed

SMC Moodle

SMC Website

Student Guidance

Reception

Exams Office