

PROCEDURES FOR OBTAINING REPLACEMENT CERTIFICATES

1. Errors in spelling

- 1.1 Candidates are issued an attendance notice before their examination. All details (including spelling of the name, instrument, grade, teacher's details, etc) should be checked carefully, and any corrections notified to LCM Examinations by returning the tear-off slip.
- 1.2 If LCM Examinations is not informed of errors until after the certificate is printed, a replacement certificate may be requested by submitting the form *Application for Replacement Certificate*. The form must be accompanied by the original certificate, and the appropriate fee (currently £20.00 per certificate).

2. Damaged certificates

- 2.1 Replacement certificates may be requested by submitting the form *Application for Replacement Certificate*. The form must be accompanied by the original certificate. There is no fee.

3. Lost certificates

- 3.1 Requests for replacement certificates should be made by submitting the form *Application for Replacement Certificate*. The form must be accompanied by proof of date of birth (photocopies are acceptable), and the relevant fee (currently £20.00 per certificate). Please note that our archives are incomplete for examinations taken before 1998, and we are unable to supply certificates for examinations for which we have no record.



Application for Replacement Certificate

Please complete the relevant section, and your name and address, and return this form to LCM Examinations at the address above.

1. Errors in spelling

Candidate number	Candidate name	Examination	Date of examination	Error

- I enclose the relevant fee, payable to 'University of West London' (£20.00 per certificate).
- I enclose the original certificate.

2. Damaged certificate

- I enclose the original certificate.

3. Lost certificate

Full name: _____

Examination subject: _____

Examination level: _____

Examination date: _____

Centre name: _____

Teacher's name: _____

- I enclose the relevant fee, payable to 'University of West London' (£20.00 per certificate).
- I enclose proof of date of birth.

Name:	_____
Address:	_____

Postcode:	_____
Tel. / Email:	_____
Date:	_____