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**Request for handwritten certificate**

Please complete this form in Block Capitals and send it with your original certificate and payment for £95.00 to:

 Exams & Awards Office

 University of Hertfordshire

 College Lane

 Hatfield, Hertfordshire

 AL10 9AB

**Name………………………………………………………………………………………………………………………………………………………………..**

**Address……………………………………………………………………………………………………………………………………………………………**

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**Contact Telephone No: ……………………………………………………………………………………………………………………………………**

I enclose a cheque/postal order for £95.00 for my calligraphy certificate. Cheques should be made payable to **University of Hertfordshire**. Please write your cheque card number and address on the back.

I wish to pay by Debit/Credit card (not American Express, Electron or Diners Club Card)

Debit/Credit Card Number

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 Start Date:

Expiry Date:

Issue Number (Debit card): Amount:

I authorise the University of Hertfordshire to debit my card for the amount shown above

Signed Date

Your replacement handwritten certificate will be posted to you at the above address as soon as it is ready. Please note that the calligrapher has advised that the new certificate may take them several weeks to write, depending on their work-load at the time they receive it.