



Business & Computing Examinations (BCE)
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Certificate/Result Slip Replacement Form

Candidate Full Name: **BCE Exam No.:**

Centre Name: **Centre Number.:**

Address:

Qualification Code: **Qualification Title:**

Month & Year Exam was taken:

Result Slip Only £100 **Both Result Slip & Certificate £200.** *[Note that ticking on both applies only if you passed. Payment will not be refunded]*

Reason(s) for Certificate Replacement: *[Lost or stolen requests should be accompanied by Police Report]*

Centre Head above reasons Confirmation Statement:

I declare that the information furnished on this form is true and complete to the best of my knowledge and belief.
 BCE has confirmed receipt of funds made through bank transfer.
 A total of Reference No:..... Confirmed on:
Covering only Replacement *Both Replacement and Postage charges* . *[Charge for either Certificate or Slip replacement is £100.00; both Certificate and Result Slip is £200 per course/programme. Postage fee is £45.00 for UK and £90.00 for International]. No refunds.*

Candidate Signature: _____ **Date:** _____

Centre Head Declaration

The above applicant is/was a learner at this Centre; Student Number; I have checked and witnessed the necessary attached documents to confirm reasons for Certificate Replacement.

Full Name:

Position held:

Signature: _____ **Date:** _____

Centre Stamp:

Please note: Complete this form and ensure Centre Head signs before forwarding it to BCE London. Make sure the replacement and postage fees are covered.