

REPLACEMENT NUCA CERTIFICATE ORDER FORM

Please complete this form to order a replacement certificate for an academic award you received which was made by Norwich University College of the Arts (NUCA). NUCA has awarded its own Bachelor and Taught Postgraduate degrees since August 2008; if your award was made prior to this date, please refer to our website for details of how to obtain confirmation from the relevant awarding body.

The cost of a replacement award certificate is £30, including registered (Signed For) postage. If you are ordering certificates for more than one award (ie for a BA and an MA award), please indicate clearly the subjects and years of each award in the relevant boxes below.

Please note that we will not issue multiple copies of certificates for the same award. Order forms received for multiple copies of the same award will be returned to sender. Orders placed by third parties acting on the behalf of an awardholder will also not be accepted.

If you have any queries about the details of your award, please contact registry@nuca.ac.uk.

DETAILS OF FORMER STUDENT
Name
Current contact address
Contact telephone number
Full name at time of study
Date of birth
Level of award(s) and subject(s) studied (eg BA (Hons) Fine Art)
Year(s) of award of qualification(s)

Please complete payment details overleaf

PAYMENT DETAILS (NB Please do <u>not</u> send cash)		
<input type="checkbox"/> I enclose a cheque for £_____ made payable to Norwich University College of the Arts		
<input type="checkbox"/> Please charge £_____ to my credit / debit card [please specify]		
Card type: Mastercard / Visa / Switch / Delta / Electron / Solo / Maestro / Visa debit [please specify]		
Name on card		
Card number		
Issue number	Valid from	Expiry date
Last 3 digits of security number	Cardholder's telephone number	
Cardholder's signature		Date

All information supplied will be held in compliance with the Data Protection Act 1998

WHEN COMPLETED PLEASE RETURN THIS FORM TO THE ADDRESS BELOW:

**Finance Section
 Norwich University College of the Arts
 Francis House
 3-7 Redwell Street
 Norwich NR2 4SN**

**Tel: ++ 44 (0)1603 610561
 Fax: ++ 44 (0)1603 615728
 Email: finance@nuca.ac.uk**

NUCA use only:

Date received		Reference number	
Checked by		Date copied to Registry	