

Replacement Certificates Policy and Procedures

1. Policy Statement

It is the policy of the Faculty of Education to provide certificates to acknowledge the successful achievement of RAD-validated qualifications and awards offered, including Continuing Professional Development Professional Awards.

Production of these certificates is costly and the following procedures are designed to prevent fraud or frivolous requests for further copies.

This will ensure the integrity and quality of the certificates issued by Faculty of Education.

Certificates will be produced in preparation for the RAD's Awards Day Ceremony. In addition there will be one further opportunity to print certificates. This will be approximately 12 weeks after the Awards Day Ceremony.

2. Requests for Replacement

2.1. Replacement certificates are issued only by special permission of the Registrar for the reasons and under the conditions outlined in this document.

2.2. The letter or email requesting a replacement must state the reason for requesting a new original certificate and give the following information:

- Full official name (including any grammatical marks) at the time of graduation.
- Date of Birth
- Title of programme awarded
- Year of Graduation
- Address to which the replacement certificate should be sent

2.3. Replacements can only be issued in cases where the original has been irretrievably lost. In view of this, those applying for a replacement are reminded that their letter or email constitutes a declaration that the reason for the request is true.

3. Charge

3.1. A payment for £50 per certificate, payable to Royal Academy of Dance, must be enclosed with the request to cover the cost of reprinting the certificate. Cash will not be accepted.

4. Reasons for Replacement

4.1. Certificates will be replaced for the following reasons:

- Incorrect Name
- Non Receipt
- Damage
- Destruction or Theft
- Accidental Loss

Requests for changes to certificates following a name change will not be allowed. The name on the parchment will be the student's name as it was when the award was made. With regard to changes to a certificate following gender reassignment, the Faculty of Education complies with current legislation.

5. Waiver of Charge

5.1. Following receipt of a request for a replacement (and the return of the incorrect parchment), the replacement certificate will be issued free of charge in the following cases:

- If the certificate fails to arrive with the student although current contact details are held by the Faculty of Education;
- The name is incorrectly spelt due to an administrative error on the part of Faculty of Education staff.

5.2. Where the certificate fails to arrive or the name is incorrectly spelt due to an omission or failure to supply accurate information on the part of the student then a charge will become due as in 3 above.

6. Return of certificates

6.1. All incorrect or damaged certificates should be returned along with the request for a replacement.

6.2. The request for the replacement will also clearly explain the errors to be corrected or the circumstances of the damage to the certificate.

7. Confirmatory Statement

7.1. If a certificate is destroyed (by fire, flood or other occurrence) or lost through theft the student should provide a confirmatory statement from the police, fire or other appropriate authority to accompany their request for an original replacement.


Surrendering replacement certificates

8.

8.1. Where a certificate fails to arrive with the student or is stolen, any request for a replacement must include an undertaking to surrender the replacement in the event that the original arrives or is recovered.

9. Misplacement of certificate

9.1. The Faculty of Education will not normally entertain a request for a replacement certificate other than the circumstances described above. 9.2. Any special request relating to loss under unusual circumstances which can be confirmed by an appropriate authority should be made as indicated above.

Created	March 2008
Reviewed by the Policy & Strategy Committee	15 May 2019
Ratified by the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance	3 June 2019
Signed on behalf of the Education Sub-Committee of the Board of Trustees of the Royal Academy of Dance by the Chair	
Review Date	May 2020