

CERTIFICATE REGISTRATION



Contents

I. INTRODUCTION	3
II. PURVIEW OF POLICY	3
III. REQUESTING CERTIFICATES	3
IV. REPLACEMENT CERTIFICATES	4
V. WITHDRAWAL OF CERTIFICATES.....	4
VI. REISSUE OF A CERTIFICATE	4
VII. CERTIFICATE DESIGN.....	4
VIII. POLICY REVIEW DATE.....	5
IX. CONTACT US	5

I. INTRODUCTION

EDUK Qualifications Limited pledges to provide trustworthy and recognized cost-effective UK Qualifications registered with UK Register of Learning Providers (UKRPL). All our courses are developed with the assistance of highly qualified academics and industry experts. We will provide advice and assistance to students to ensure their continuous professional development. We will ensure all administrative specifications are maintained.

We promise to maintain excellent quality standards and provide assistance to all partner centres and students to achieve their goals.

*EDUK Qualifications will hereby referred to as EDUK

II. PURVIEW OF POLICY

The following policy will apply to all EDUK qualifications whether conducted in-house or by our partner centres.

The students who are enrolled in EDUK will be provided with a unique registration/identification number so they may easily be identified in case of inquiry. We recommend if any student wish to communicate with us they may easily be identified by this number.

III. REQUESTING CERTIFICATES

Students who successfully complete all units of their qualifications may be issued certificates which will be validated by EDUK Qualifications.

Students must complete the certificate request form and make sure all payments for the course are complete. Prior to the issue of the certificate a member of EDUK Quality Assurance will visit and prepare a report based on their findings.

If the team feels the assessment decision taken by the partner centre is not valid with the students' capability, we inform the partner centre prior to printing of the certificate.

IV. REPLACEMENT CERTIFICATES

- A student who may require a replacement Certificate may send an email request to centres@eduk.org.uk. A replacement certificate will be issued for a fee of £60.
- All Partner centre and Student Fees are in Great Britain Pound Sterling (GBP) and will be payable to EDUK Qualifications Limited.
- Standard delivery is by The Royal Mail within the UK will be free of charge. International delivery will be given at a minimum start of £40 per delivery address. Courier Charge may vary County to county and depend on the weight and size of the parcel. International Delivery will be made using DHL or FedEx.

V. WITHDRAWAL OF CERTIFICATES

In the case that EDUK feels student does not deserve the grade given by the Partner centre or feel the student has achieved the grade by nefarious means EDUK will withdraw any certificate issued.

EDUK Qualifications will inform the student of our decision and it can be challenged according to the Complaint and Appeals Policy.

VI. REISSUE OF A CERTIFICATE

If there is an error in the certificate and sufficient evidence has been presented by a student it may be reprinted for a nominal fee. The reissue must be logged in addition to reprints we advise any damaged certificates be recorded.

VII. CERTIFICATE DESIGN

All certificates will be designed professionally and clearly indicate the student's unique registration number.

The Certificate will have the qualification details and the achievement by the student

All Certificates will be printed by EDUK and be mailed to the centre.

All Certificates will be printed with information the student has given in the registration form, any mistakes made or amendment required will be handled separately

VIII. POLICY REVIEW DATE

January 2024

IX. CONTACT US

If you require further assistance or information on our qualifications and service please contact us

EDUK Qualifications Limited

71-75 Shelton Street

Covent Garden

London

WC2H 9JQ

United Kingdom

Telephone: +44(0)20 7078 4865

Email: info@eduk.org.uk

www.eduk.org.uk