

Centre Number:	
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Centre Name:	
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Request to decline grade for NQF Programmes



- This form should only be used to decline overall grades for NQF Programmes (e.g. National Award).
- Individual unit outcomes cannot be declined.
- Requests to decline grades should be received at Edexcel within 5 weeks of the receipt of certification by the centre.
- All certificates must be returned with this form.
- Please return to: BTEC Registration & Certification Services, Edexcel, 190 High Holburn, London, WC1V 7BE.

Registration Number	Student Name	Programme Number to be declined	New completion date (1)	Certificate Enclosed? (2)	Updated SRF Required?(3)	Fallback CUA Required? (4)

Notes:

- (1) Please supply the new student completion date so that we may include the student in a new cohort of students.
- (2) Please confirm that certificate was enclosed with this form. We will not be able to decline the grade until the certificate is returned (unless declining a U grade).
- (3) If the student is retaking internally assessed unit and will complete before the following summer, enter Y in the 'Updated SRF Required' column.
- (4) Enter Y to apply for a fallback Certificate of Unit Achievement.
Note: this application will terminate the registration.

Name: _____ Phone/Ext: _____

Signature: _____ Date: