

For students wishing to graduate ***in person*** at the 2018 Graduation Ceremony

Eligibility: Applicants who have completed a qualification at Level 5 or above within the preceding 12-month period, and have met all clearance conditions, are eligible to graduate in person at the Friday 14 September 2018 ceremony.

Deadlines: Applications must be submitted by **5.00pm on Thursday 30 August**. After this date, applications will incur a \$50.00 Late Application Fee and will be accepted up to **5.00pm on Thursday 6 September only**.

COMPLETE boxes 1 to 5, READ boxes 6 and 7 (on page 2), then CLICK the 'Submit' box (at the end)

① **Personal Details:**

Student ID Number:

Given Name(s):

Family or Surname:

Use the name under which you are officially recorded by AIS. If you wish to graduate with a different name, contact Student Services - Administration by Friday 24 August 2018. You must provide documentation (i.e. passport and/or visa) to certify your name change. If you have already received your qualification certificate, a \$20.00 fee will apply for a replacement certificate.

② **Contact Details:** (provide your personal email address)

Email Address:

Mobile:

Telephone:

I am currently **Living in New Zealand**

I am currently **Overseas** - I will return to Auckland on:

③ **State the Qualification(s) to be Awarded:**

- Before you can receive your certificate, you must complete a **Clearance Form**. Clearance Forms are available from Reception at the St Helens Campus or Asquith Campus. If you have final examinations to sit, do not complete a Clearance Form until after your examinations have finished.
- If you have already received your certificate, you must **return it to Student Services – Administration (at the St Helens Campus) no later than Thursday 6 September**.

④ **Guests:** Please state the number of guests you have invited who will be attending:

- Note that your guests will not require tickets to attend the ceremony.

⑤ **Academic Dress Order:**

Please indicate the gown size you require (check your height):

Short	Height up to 5'5"	(1.65m)
Medium	Height between 5'5" and 5'9"	(1.65m to 1.75m)
Tall	Height 5'9" and over	(1.75m and over)

Tick here if you are purchasing your own academic dress from Étude Classique.

6 Academic Dress Hireage Fee: Payable no later than **Thursday 6 September**

\$78.00 for a Degree (MBA / BIB / BBus / BIT / BTM / BHM)	Gown + Hood + Trencher
\$58.00 for a Postgraduate Diploma/Certificate or Graduate Diploma	Gown + Gold Diploma Scarf
\$50.00 for a Level 5 or Level 6 Diploma	Gown + Red Diploma Scarf
\$38.00 for a Certificate (Level 5 only)	Gown only

Methods of Payment:

- **By Direct Credit** Account Name: Auckland Institute of Studies
Account Number: 12-3117-0016616-00
*Important - you must include your **student ID number** and the word "**Graduation**" in the payee particulars and reference boxes.*
- **In Person** at the cashier's office, St Helens Campus, for cash, EFTPOS, bank cheque or credit card payments. Receipts will be issued.
- **By Phoning the Cashier's Office** (09-815 1717 extension 812) for credit card payments only.

Note that bank cheques must be made payable to "Auckland Institute of Studies", and that we cannot accept personal cheques.

7 Applicant Declaration:

I agree, by completing and submitting this application, that:

- *subject to confirmation of my eligibility to graduate, I will attend the entire ceremony;*
- *late arrival may result in my exclusion from the ceremony and forfeiture of fees paid; and*
- *I will return my hired academic dress at the end of the ceremony, and that I will take full responsibility for any items that are damaged or missing.*

If you saved and opened this form in **Adobe**, click here to submit:

If you opened this form in a web browser, print and scan to **ireneog@ais.ac.nz** or print and FAX to (64-9) 815 1802, or HAND to Reception, St Helens Campus.

Please do not post this form to us as it may not arrive in time.

Thank you for your application. Detailed information will be **emailed** to you prior to the ceremony.
Please notify us promptly if you wish to withdraw from the ceremony.

Note that notification of withdrawal from the ceremony must be received by 9.00am on Friday 7 September.
Fees paid for academic dress hire may not be refundable if notification is received after this time.

For Office Use:

Cashier: (for late applications only)	FOR OFFICE USE ONLY Date Received:
<input type="checkbox"/> Hireage Fee Payment Processed \$	
<input type="checkbox"/> Late Fee Processed \$50.00 Signature: Date:	<input type="checkbox"/> \$50.00 Late Fee payable