



Holmes Institute

Graduation & Academic Dress Application



CRICOS Provider Codes: Holmes Institute Pty Ltd VIC 02639M, NSW 02767C, QLD 02727M, Holmes Commercial Colleges (Melbourne) Ltd 00898G; Holmes Commercial Colleges (Melbourne) Ltd T/A Holmes English Language Centre 00067C; Holmes Colleges Sydney Pty Ltd 00040C; Holmes Colleges Queensland Pty Ltd 01647G; Melsand Pty Ltd T/A Intensive English College 00168J

2018 Graduation Application

PLEASE COMPLETE THIS FORM – WRITE CLEARLY IN BLACK OR BLUE INK.

1. **Student ID: number**

2. Please write your name in the order you want your name to appear on the testamur.

1st Name

2nd Name

3. **HOME ADDRESS**

4. **CORRESPONDENCE ADDRESS**

Postcode _____

Postcode _____

Please note that all Official Correspondence will be sent to this address (If changing address after submitting this form please advise the Administration staff)

5. Phone: _____

6. Mobile: _____

7. Personal Email Address: _____

8. Name of Course completed: _____

9. For students completing the course in T2.2018, please note that you may complete the application and make payment but verification is required prior to acceptance. A full refund will be applicable where a student is unable to graduate due to non-completion of the course.

	Brisbane	Melbourne	Sydney
Graduation Date, 2018	10 th December	12 th December	14 th December
Application Closing Date, 2018	19 th November	19 th November	19 th November



Please tick appropriate item below.

1. Attend the Monday 10th December 2018 Brisbane Fill in Section B
Attend the Wednesday 12th December Melbourne
Attend the Friday 14th December 2018 Sydney Fill in Section B

2. In Absentia (not attending a graduation ceremony) Fill in Section A

The applicant will be advised of receipt of their application by Holmes administration BY EMAIL once the application is received and processed.

Please confirm your email address for graduation correspondence

Section A – In Absentia Fee

You have chosen to graduate in absentia. Please complete the following:

Please select your preferred option by placing a tick in the appropriate section

- Collect testamur from Student Services on your campus (please specify): _____
- Testamur to be sent within Australia via registered post (\$50 postage & handling fee)

If you do not want to have your testamur posted, please complete the section below:

AUTHORISATION FOR OTHERS TO PICK UP THE TESTAMUR ON YOUR BEHALF

I _____ give permission to Holmes Institute
(Student name)

to provide my testamur to _____ who will be collecting it
on my behalf *and* forwarding the testamur to me.

(Name of person authorised to pick up document – person must have photo ID)

Student Signature: _____ Date: _____

Section B - Academic Regalia Information & Fee

Academic Dress

Gown (Height) Small (152-157cm) Medium (163-173cm) Large (178-188cm)



Mortar Board (Head size) Using the diagram to the right, please provide your head size in centimetres _____(cm)

Payment details		Cost
Student only, no guest	\$165	
Student with up to 2 guests	\$295	
Additional guest	\$75	
Postage (if not attending graduation)	\$50	
Refundable deposit for graduation gown, hood and mortar hire	\$300	
	Total	

* If you are not attending the ceremony, we will post your documents to the address designated by you.
Please Note - Fees current for 2018 only

Please charge the amount of \$ _____ to my credit card:

Type of card: Visa MasterCard Amex

Name on Card: _____

Card Number: _____

Expiry: _____ Security #: _____

Signature _____

In addition, if I do not return my academic dress on the day of graduation, I agree for **\$300** to be charged to the above credit card. I understand that the academic dress must be returned in the same condition it was collected. If the items are returned in a condition requiring cleaning or repair, then the cost of these charges will be debited from the above card.

Please return the completed form either via email, or personally, to the Student Administration Team on your Campus by **Monday, 19th November 2018**.

Academic Dress

The Institute shall make arrangements for the academic dress for each eligible candidate, if required.

Requirements:

Graduands must specify their respective academic dress measurements (size) at the time of completing their graduation application form. When completing the graduation application form graduands must ensure that they select gown and mortar board size gown and mortar board size be accepted.



Terms and Conditions of Payment

1. Prices and Orders

Prices of academic dress hire are set out in this form and include GST. Orders can only be processed with payment in full for the hire by credit card, debit card or cash at the time of order. Current pricing details are provided under the heading Academic Regalia and Fee. The current fee is valid for this year only (2018) fees may be changed for the following years.

2. Pick Up & Return of Academic Dress

You will be notified by your campus in advance of the ceremony as to when you can collect and return your academic dress. Should the dress not be returned on time, the deposit paid will be used to replace the items.

3. Responsibility

The graduand is responsible for the academic dress for the entire time of hire and must return the dress without damage. Damage to dress will be charged to the graduand at replacement cost.

4. Refunds

Orders for academic dress hire that is cancelled prior to the closing date of the application (19th November 2018) may be eligible for a full refund (conditions apply). Cancellation after this time will incur the full cost and no refund will be given.

5. Privacy

Personal information disclosed to Holmes will not be released to any third party, except to Holmes staff for the specific purpose of confirmation of graduation details, or if we are compelled or authorised to do so by Law. Credit card details received for payment will only be retained until such times as hired property is returned and the charging of any PENALTY fees for damage or non-return have been levied.

Holmes is committed to maintaining the security of any personal data collected and protecting it from loss, theft or alteration. This applies to demographic information, client site usage information and personally identifiable information. Email addresses may be used to communicate with you at a later date. Data collected is stored on a secure server that can be accessed by authorised Holmes personnel only. To safeguard all information collected, Holmes and its employees follow the practices as prescribed by legislature for storage and use of private information. Access or use of information for any purpose other than those explained in this document will not be authorised.

STUDENT DECLARATION:

I declare that the information provided in support of my application is correct, and I acknowledge that I am bound by the graduation conditions and regulations of Holmes Institute.

I have read, and understood the terms and conditions of the Holmes graduation policy as detailed above. I understand that the information contained in this form shall be treated by Holmes Institute, as confidential. I thereby certify that the information provided on this form, and all documents submitted have been provided by me, the applicant. My signature appears below for confirmation.

Student: _____

Date: ____ / ____ / ____

Please print and submit to the Student Administration Team on your campus
OR

Email the form to Student Services on your campus:

Brisbane Campus: BneSS@holmes.edu.au, Gold Coast Campus: GcSS@holmes.edu.au,
Melbourne Campus: MlbSS@holmes.edu.au Sydney Campus: SydSS@holmes.edu.au