

# APPLICATION TO GRADUATE

**Complete and submit this form if you wish to participate in the  
Monday 16 September 2019 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 ceremony.

**Deadlines:** Applications must be submitted by **5.00pm on Thursday 29 August**. After this date, applications will incur a \$50.00 Late Application Fee and will be accepted up to **5.00pm on Thursday 5 September only**.

## 1 Personal Details:

**PLEASE WRITE CLEARLY**

Student ID Number: \_\_\_\_\_

Given Name(s): \_\_\_\_\_

Family or Surname: \_\_\_\_\_

- Use the name under which you are officially recorded by AIS.

## 2 Contact Details:

Personal 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 **Student Clearance Form**.
- If you have already received your certificate, **return it to Registry no later than Thursday 5 September**.

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

## 5 Academic Dress Order:

Indicate the gown size you require (gowns are ordered in a variety of lengths in three groupings):

- |               |                          |                              |                  |
|---------------|--------------------------|------------------------------|------------------|
| <b>Short</b>  | <input type="checkbox"/> | Height up to 5'5"            | (1.65m)          |
| <b>Medium</b> | <input type="checkbox"/> | Height between 5'5" and 5'9" | (1.65m to 1.75m) |
| <b>Tall</b>   | <input type="checkbox"/> | 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 5 September

- \$78.00 for a Degree (MBA / BIB / BBus / BIT / BHM / BTM) 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

If you wish to pay now by Credit Card, please enter the details below:

Card Type:  Visa  MasterCard Payment Amount \$ \_\_\_\_\_

Credit Card No:

Expiry Date:   /    Please send me a receipt

Cardholder's Name (as it appears on the card): .....

Cardholder's Signature: .....

- All methods of payment, including EFTPOS, bank cheque, cash and direct credit, are detailed in the information that will be emailed to you.

**7 Applicant's Signature:** By completing, signing and submitting this application, I agree 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 I will take full responsibility for any items that are damaged or missing.

**Sign Here**

**This application form must be:**

**HANDED TO:** Reception, St Helens Campus  
**or FAXED TO:** (64-9) 815 1802  
**or EMAILED TO:** ireneoq@ais.ac.nz (Ireneo Quintana)

*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.

**For Office Use Only:**

<p>Cashier:</p> <p><input type="checkbox"/> Credit Card Hireage Fee Payment Processed \$ .....</p> <p><input type="checkbox"/> Late Fee Processed \$50.00</p>	<p>Date Received:</p> <p>Signature: _____ Date: _____</p> <p><input type="checkbox"/> \$50.00 Late Fee payable</p>
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