

Graduation Application 2022



Applications must be submitted no later than 19 SEPTEMBER 2022

Please submit completed form to Student Services at your campus or via return email to **Hello@Holmes.edu.au**

** For students completing a course in T2.2022, please note you may submit this application and make payment but verification is required prior to acceptance. A full refund will be provided where a student is unable to graduate due to non-completion of the course.

Student Details

STUDENT ID _____

STUDENT FAMILY NAME _____

STUDENT GIVEN NAME _____

***Please write your name in the order you want it to appear on your testamur**

COURSE/S COMPLETED _____

HOME ADDRESS _____

CORRESPONDENCE ADDRESS (must be an Australian address)

All official correspondence will be sent here. If changing address after submitting this form, please advise Student Services.

MOBILE NUMBER _____

PERSONAL EMAIL ADDRESS _____

Graduation Ceremony Dates

MELBOURNE	BRISBANE	SYDNEY
13 DECEMBER 2022	15 DECEMBER 2022	16 DECEMBER 2022

Please tick ONE option below

Attend MELBOURNE ceremony on 13 December 2022 - go to Section B below

Attend BRISBANE ceremony on 15 December 2022 - go to Section B below

Attend SYDNEY ceremony on 16 December 2022 - go to Section B below

Graduate IN ABSENTIA (not attending a ceremony) - go to Section A below

SECTION A – In Absentia

You have chosen to graduate in absentia. Please select your preferred option below:

Testamur to be sent within Australia via registered post (\$50 postage and handling fee applies)

Collect testamur from Student Services on your campus (please select campus below)

Melbourne Sydney Brisbane

If you wish for another person to collect your testamur on your behalf, please complete the section below:

AUTHORISATION

I _____ give permission to Holmes Institute to provide my testamur
(student name)

to _____ who will be collecting on my behalf and forwarding to me.

**Authorised person must present photo ID to verify identity upon collection.

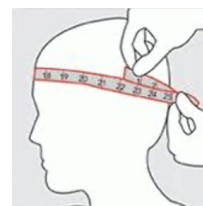
STUDENT SIGNATURE _____ DATE _____

SECTION B – Graduation Ceremony Academic Regalia Information and Fees

Graduands must specify their respective academic dress measurements at the time of completing this.

ACADEMIC DRESS Please select gown size:

Gown (Height)	Small (152-157cm)	Medium (163-173cm)	Large (178-188cm)
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Mortar Board size in cm _____ (Use the guide to the right to assist with measuring)

FEES (current for 2022 only)

Student only no guest

\$165

Student plus 2 guests

\$295

Additional guest (price is per person)

\$75

Postage (in absentia graduation) Documents will be posted to your nominated Australian address if not collected

\$50

Refundable deposit for graduation gown, hood and mortar

\$300

TOTAL FEES

PAYMENT

Please charge the amount of \$ _____ to my credit card as follows: VISA MASTERCARD

NAME ON CARD _____

CARD NUMBER _____ EXPIRAY DATE _____ SECURITY # _____

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.

STUDENT SIGNATURE _____ DATE _____

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 in Section B of this form. The current fee is valid for this year only (2022). 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 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 and will not be refunded.

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 cancelled prior to the closing date of the application (19 September 2022) 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 SIGNATURE _____ DATE _____