



# Application to Graduate

Please complete and return this application to the cashier's office at Whitireia before 30 November 2011 (December ceremony) or 17 February 2012 (March ceremony)

## 1. Graduation ceremony

- Yes, I plan to attend a graduation ceremony on:  16 December 2011 (certificate and some diploma programmes)  
 22 March 2012 (diploma, degree and postgraduate programmes)

Please check with your tutor or on our website [www.whitireia.ac.nz](http://www.whitireia.ac.nz) if you are unsure which date your programme is scheduled to graduate

- No, I am unable to attend a graduation ceremony.

Conferral of your award will be made in absentia. Your award will be posted to the address listed below

## 2. Applicant's details

Surname

First name/s

Phonetic spelling (this will assist the name readers at the ceremony)

Student ID

Programme of study you are intending to graduate from

Faculty

Contact details

Suburb

Town/City

Postcode

Telephone

Mobile

Email address

- Graduand's names will be published in a local newspaper and the graduation handbook. Tick here if you **do not** wish your name to be listed in these publications.
- Tick here if you would like to keep in touch with Whitireia in the future (Whitireia Alumni).

## 3. Seating requirements

### GRADUAND SEATING

Graduands attending the ceremony will be allocated a seat alphabetically by programme. Please advise if you have any special seating requirements.

### GUEST SEATING

Due to the size of our graduation ceremonies, we recommend a maximum of three guest seats per graduand. However, we will endeavour to accommodate all requests. Please state how many seats you require. If you don't require any seats, please write NIL.

Adult  Child  Special seating requirements

## 4. Academic dress

### ONLY COMPLETE THIS SECTION IF YOU ARE GRADUATING WITH A DIPLOMA, DEGREE OR POSTGRADUATE QUALIFICATION

Graduands at diploma, degree and postgraduate level are required to wear academic dress to their graduation ceremony. We require your full height so we can order the correct gown size. If you are degree or postgraduate qualified, we also require your head circumference for the trencher. A height chart and tape measure are available at the cashier's office in the Information and Enrolment Centre at the Porirua campus.

#### WHAT YOU NEED TO WEAR

Diploma: gown, stole  
Degree: gown, trencher, hood  
Postgraduate: gown, stole, trencher

If you have previously graduated from another institution, it is your responsibility to order the appropriate regalia if desired

#### ORDER

	Tick	Measurement	Hire cost	Amount payable
Gown		Full height in cm:	\$30	
Whitireia Hood		N/A	\$10	
Whitireia Stole		N/A	\$10	
Postgraduate Stole		N/A	\$10	
Trencher		Head circumference in cm:	\$20	
			<b>Total payable</b>	

#### CONDITIONS OF HIRE

- You are required to return academic dress in a good condition to Te Rauparaha Arena (upstairs) after the ceremony
- You will be charged for the value of any academic dress damaged or not returned, and you will also be liable for debt collection costs
- The cost of academic dress hire is not refundable from two weeks prior to the ceremony

#### DECLARATION

I have read, accept and agree to abide by the Conditions of Hire as stated above.

#### Signature

#### Date

Day

Month

Year

#### PAYMENT DETAILS

Cheque  Cash/EFTPOS

Please make cheque payable to Whitireia Community Polytechnic

Credit card

Credit card number

Expiry date

Amount

Month

Year

Cardholder's name

Cardholder's signature

Direct credit

Please make payment to the following account and include the details in the box as reference

Account Name: Whitireia Community Polytechnic

Account Number: 12-3244-0004001-00

Particulars	Graduation [DATE]
Code	[Student ID]
Reference	213071500

Please return your completed application to the cashier's office in the Information and Enrolment Centre at the Porirua campus. Alternatively you can post it to Whitireia New Zealand, Attn: Cashier, Private Bag 50910, Porirua 5240 or email a scanned copy to [graduation@whitireia.ac.nz](mailto:graduation@whitireia.ac.nz)