
Please read the instructions below, complete the form below and then return the completed form to:

Email: graduation@ac.edu.au

Post: 'Graduation'
Alphacrucis College
PO Box 337
Parramatta NSW 2124

Fax: +61 2 8893 9099

If you do not receive an acknowledgement within FIVE working days, please send an enquiry to registrar@ac.edu.au

Instructions:

1. The application

Please supply all the information requested in the application form.

2. Correct personal details

You must ensure that your name, address and other contact details are correct. All information relating to the graduation will be sent to the email and postal addresses you provide. If you change your address, please notify the college immediately at graduation@ac.edu.au.

3. Outstanding fees and payments

All outstanding fees, and other payments such as library fines must be paid for a student to be eligible to graduate.

4. Eligibility

All enrolled units must be completed and any cross credit applications processed before a student is eligible to graduate. Students with outstanding assessments and results will not be able to graduate.

5. Regalia

Students graduating in person are required to wear the complete regalia. Hoods, stoles and gowns according to award are to be hired from Alphacrucis.

6. In absentia

Students graduating in absentia are required to meet the cost of sending their testamurs and transcripts by registered mail.

7. Closing date for applications

Applications to graduate close at 5pm, Thursday 19 April 2012.
Applications received after this point will attract a late fee of \$25.00.
No applications will be accepted after 5pm, Friday 11 May 2012.

8. Lodging this form

When completed this form should be lodged to one of the following:

Email: graduation@ac.edu.au

Post: 'Graduation'
Alphacrucis College
PO Box 337
Parramatta NSW 2124

Fax: +61 2 8893 9099

1. Personal Details

Student ID number:
Title:
Family name:
Given name(s):
Email address:
Daytime contact phone number:
Postal address:

2. Graduation Ceremony Details.

I wish to (please tick one box only):

- Attend** - I will be attending the Graduation Ceremony in Sydney on May 2012, date to be advised.
- Graduate in absentia** - If you elect to graduate 'in absentia' your award will be conferred in your absence. Your testamur and transcript will be mailed to the postal address above by registered mail following the ceremony on receipt of the mail out payment.

If you are eligible to graduate, ceremony and payment details will be sent to you during April 2012.

3. Award Details

Full title of your certificate, diploma, degree:

4. Student Declaration

To the best of my knowledge I have completed all the requirements for the course specified above and paid all the fees and costs arising from this course.

Signature of applicant

Date

.....

.....