



## Application to Graduate 2012

The 2012 graduation ceremony has been booked for **Thursday 3 May 2012** at Wilson Hall, the University of Melbourne. If you intend to graduate in 2012, you must complete this form and submit by email, post or fax before **22 March 2012** to: Graduations Officer, 21 Highbury Grove, KEW VIC 3101 Australia, email [graduation@mcd.edu.au](mailto:graduation@mcd.edu.au); fax 03 9853 6695. You will be sent a letter of confirmation with further instructions about your graduation.

### A. STUDENT DETAILS

Please enter your contact details below. If your name has changed since you last re-enrolled, please verify by forwarding a copy of the photo page of your passport, your birth certificate or evidence of name change via deed poll.

Given Names:		Family Name:			
Postal Address – Street Number & Name:		Suburb:	State:	Postcode:	Country: AUSTRALIA
Telephone (Day):	Telephone (Evening):		Mobile:		
Email Address:					

Are these your permanent contact details? Yes  No

Please select one option.

### B. AWARD

**Please enter the name of the award(s) in which you are applying to graduate below:**

**Name of Award :**

### C. CONFERRAL DETAILS (Please select one option)

- I will participate in the Conferral Ceremony at Wilson Hall, University of Melbourne, Thursday 3 May 2012 at 7.30pm. (If you select this option, you must complete Section D.)

**OR**

- I wish to graduate *in absentia* and receive my testamur by post at the postal address listed in Part A. (If you select this option, go straight to Section E.)

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**D. PAYMENT DETAILS** (There is no need to complete this section if you are not attending the ceremony)

**There is no fee for graduating *in absentia*.**

If you are attending the ceremony, the graduation fee is \$100, whether you are receiving one award, or more. If you intend to participate in the ceremony, please select one option below and complete relevant payment details. Please note that this fee is non-refundable after **31 March 2012**.

- I attach a cheque or money order for \$100 made out to "Melbourne College of Divinity".  
(If you are paying by cheque, please print out the completed form, attach the cheque and send to postal address listed at top.)

**OR**

- I give authority for MCD University of Divinity to debit my MasterCard or Visa with details as follows:

Card Number:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Expiry date: Month:                      Year:

Name as shown on card: \_\_\_\_\_

Amount to be debited: **\$100**

Signature of cardholder (not necessary if submitting electronically) \_\_\_\_\_

(For security reasons, your credit card will not be debited online. If you prefer, you may print this form and submit by post, or, you may leave the credit card details blank, then call the MCD on 9853 3177 during office hours with your credit card details to arrange payment.)

**E. CONDITIONS OF GRADUATION**

1. To my knowledge, I have completed accurately all details requested.
2. I have no fees outstanding to MCD University of Divinity or any MCD teaching institution.
3. I understand that I am not eligible to graduate until I receive an official letter from MCD University of Divinity informing me of the details of my graduation.
4. I understand that the Institution may use any photographs taken at the Ceremony for promotional purposes.
5. Should any of my contact details change between submission of this form and the Conferral Ceremony, I undertake to notify MCD University of Divinity of my new details immediately.
6. If I am attending the ceremony:
  - (a) I understand that I must wear the correct academic regalia for the award I am receiving, as listed at: <http://www.mcd.edu.au/graduation>. I must also show to MCD University of Divinity staff that I have the correct academic regalia when I register at the graduation registration desk.
  - (b) I have noted the times for registration and seating listed at: <http://www.mcd.edu.au/graduation>. I understand that if I arrive after the registration desk closes, or am seated after the roll call, I cannot process to the stage to receive my award, but will graduate *in absentia* and receive my award through the post.

**I ACCEPT THE ABOVE CONDITIONS OF GRADUATION. (You must check this box if you wish to graduate)**

Today's date: \_\_\_\_\_

**F. ALUMNI MEMBERSHIP**

I give consent for my name to be included on the MCD Alumni/ae List: YES  NO

The information you have provided will remain confidential, and be used only for the purposes acknowledged on this form. It will be kept securely.