

Warnborough College

APPLICATION TO GRADUATE

YOUR ADDRESS HERE

StudentID:

If our listing of your address is incorrect, please write the correct address below:

PROGRAMME DETAILS

Registered Name:

This is how your name will appear on your testamur

If this is incorrect, please write your correct name in the box below. Do not use initials. Documentation must be supplied if changing your name.

Your Programme:

Major(s) or Specialisation:

If you wish to suggest an alternative title, please enter it in the box for consideration:

Total Fees Paid:

PLEASE TICK ONE ONLY

- I will be attending the graduation ceremony for my year
- I am not able to attend the graduation ceremony for my year. I have completed the "Application to Graduate in absentia" form.
- I wish to defer my graduation to the next ceremony (you will not receive your testamur till then)

PLEASE READ AND UNDERSTAND BEFORE SUBMITTING THIS FORM

This form should be submitted at least four weeks before the date of graduation.

You will be notified of your eligibility to graduate with your results in the final term. Official transcripts may be requested to be sent to other institutions for a fee of Euro€5.00 each. Students can apply for a Statement of Completion if evidence of programme completion is required for employment or other purposes. A form for this is available and there is a charge of Euro€5.00.

Change of address:

You must notify the University in writing immediately if you change addresses before your graduation ceremony.

Completed Graduation Forms may be submitted directly to Warnborough College, or if you are on an affiliated programme, to the affiliated institution. Please contact us on +353 (0) 1 202 1037 or visit our website at <http://www.warnborough.ie> or e-mail registrar@warnborough.edu for further information.

I hereby declare that the information above is complete and correct.

Student Signature:

Date:

APPLICATION TO GRADUATE IN ABSENTIA

This form should be submitted at least four weeks before the date of graduation.

Student ID: _____

I am unable to attend my graduation ceremony. I request that my testamur be: (please tick the appropriate box)

COLLECTED from All Hallows in Dublin. Signed authorisation must be presented if a representative is collecting on your behalf.

SENT to the address below. EU address Euro €20. Overseas address €30. Please note that all testamurs will be sent by registered post, and will commence within 2 days of each graduation date. Graduates who wish to have their testamurs couriered should add €30. Payment must be made by banker's draft or cheque to Warnborough College. Testamurs will not be released until all payments are made and all debts honoured.

Please send my testamur to:

THE SAME ADDRESS as on the "Application to Graduate" Form.

THE ADDRESS below

Street _____ **Tel (W)** _____

City _____ **Tel (H)** _____

State _____ **E-mail** _____

Postcode _____

Country _____

Payment Method (where relevant):

I enclose a cheque/bankers draft, payable to Warnborough College for _____

I wish to pay by credit card. Please charge my Access/Mastercard/Visa/Amex/Switch account no.

Expires: _____ Switch Card Issue No.: _____

CVS (3 digit number on the signature panel on back of the card): _____

Signed* _____

*Please advise if signing on behalf of a graduand and include a letter of authorisation.

Date _____

OTHER INFORMATION

Completed Absentia Forms may be submitted directly to Warnborough College at 316 The Capel Building, Mary's Abbey, Dublin 7, Ireland, or if you are on an affiliated programme, to your affiliated institution. You can also fax the form to +353 (0) 1 814 8671. Please contact us on +353 (0) 1 814 8670 or e-mail registrar@warnborough.edu for further information.