

Dear Graduate

### Newcastle College University Centre Graduation 2022

We are delighted to announce the date for your **Graduation Ceremony 2022** to celebrate gaining your higher education qualification. This is your opportunity to celebrate your hard work and achievement with friends, family, classmates and University Centre staff.

The details of your graduation ceremony are as follows:

**Ceremony 3:** Engineering and Science students

**Date:** Thursday 14 July 2022

**Location:** Newcastle Civic Centre

**Student registration and robing:** 4.30pm to 5.30pm

**Ceremony start time:** 6.30pm

**Deadline for registration and ticket purchases:** **Wednesday 25 May 2022**

### IMPORTANT INFORMATION: PLEASE READ

#### Tickets

You will be able to book your place, book **up to two guest tickets**, hire your gown and purchase any photography packages from **10am, Wednesday 6 April 2022**. Gown hire is £35 which includes your student ticket. All guests will require a ticket to attend a graduation ceremony. Guest tickets are £10 for adults and £5 for under 18s and are non-transferable. If you do not wish to attend graduation, you will be unable to book guest tickets on another student's behalf.

#### Extra guest tickets

If graduation ceremonies are not fully booked by the deadline date of **Wednesday 25 May 2022**, we will release extra guest tickets from **10am, Wednesday 1 June 2022**. You will be notified by the email address you supplied at the time of your booking. Please note, there is no waiting list for extra guest tickets.

It is advised that you **book your tickets as soon as possible** to avoid disappointment. Due to capacity and health and safety regulations at the venue we can only accommodate a certain number of students and guests. If a ceremony becomes full, we will endeavour to place you in another ceremony. Unfortunately, we cannot guarantee your place at graduation after the ticket deadline date of **Wednesday 25 May 2022**.

## The ceremony

This is a formal ceremony so you will need to wear academic dress (gown, hood and mortar board). Details of how to order these are detailed below. The formal part of the ceremony will last for approximately one hour, after which light refreshments will be served and you will have the opportunity to catch up with friends and have any professional photographs taken that you may have ordered.

Due to the large number of students graduating, it is very important that all students and guests arrive promptly at the allocated time for registration. There is no car parking at the venue however, there are car parks located in the city centre, so please make allowances for this when planning your journey.

## Registering your attendance and purchasing your tickets, gown and photography

1. Visit our website [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation) and carefully read through the important points and information on how to purchase your tickets.
2. Click on the link '**register, book tickets and photos**' at the bottom of the webpage. Here you will be able to secure your place at graduation by **completing payment** for your gown, up to two guest tickets and any photography packages you may require.
3. Once you have placed your order you will receive a receipt by email which acts as your order acknowledgement.
4. Please tell us at the point of ordering your tickets if you or any of your guests have an access requirement. This will enable us to make the appropriate arrangements. Please email [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk) if you have any queries.

## IMPORTANT POINTS - PLEASE READ

- Attendance at graduation is subject to satisfactory completion of your course. If you do not pass your course the cost of your gown hire, guest tickets and photography costs will be refunded, less a £5 administration cost.
- Any students who have not paid their course fees in full will not be eligible to graduate by attending a graduation ceremony. As per Newcastle College policy stated in your fee payment agreement and in your student handbook, any qualification certificates and graduation entitlement may be withheld pending full settlement of your fees.
- It is recommended that you dress smartly and wear something with a button front to attach your graduation hood. It is also recommended that you wear appropriate footwear as you will need to walk up a few steps to collect your award on stage.
- Due to the length and nature of the ceremony we recommend that children under the age of four years old do not attend.
- A list of Frequently Asked Questions (FAQs) regarding graduation can be found at [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation). It is recommended that you read these as they may provide answers to questions you may have.
- If you have any other queries that are not answered within the FAQs please email [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk) and we will endeavour to reply to you within 3 working days.

We hope that you can join us for your graduation and look forward to seeing you in July.

Kind Regards,

Newcastle College Graduation Team