

**Dear 2020 Graduate**

## **Newcastle College University Centre Celebration Event 2020 – tickets now available**

We are delighted to invite you to book your place at Newcastle College University Centre's Graduation **Celebration Event 2020** to celebrate you achieving your higher education qualification in what has been a very challenging year. This is your opportunity to celebrate your hard work and achievements with friends, family, University Centre staff and fellow classmates of Newcastle College University Centre Class of 2020.

The details of your Celebration Event are as follows:

**Date:** Tuesday 7 December 2021

**Location:** Newcastle Eagles Vertu Arena, Scotswood Road, Newcastle upon Tyne, NE4 7AF

**Student registration, photography and socialising with friends and family:** 11am -12 noon

**Seating of guests:** 12 noon – 12.30pm

**Celebration Event:** 12.30pm -1.15pm

(speeches from NCG CEO, Newcastle College Principal and student speaker)

**Photography and socialising with friends and family:** 1.15pm - 2.30pm

**Event close:** 2.30pm

**Deadline for registration and ticket booking:** **Tuesday 30 November 2021**

### **Event information**

Due to the large number of students attending, it is very important that all students and guests arrive promptly for the start of the Celebration Event ceremony.

### **Tickets**

The event is **free for you and two guests to attend**.

You will be able to book your place from **Monday 15 November 2021**. Please note all guests will require a guest ticket to attend this event. Guest tickets are non-transferable. If you do not wish to attend the Celebration Event you will be unable to book guest tickets on another student's behalf.

### **Student Registration and Photography**

During the Celebration Event you will be able to get professional photography taken. This is **limited due to capacity** and photography packages will be available on a first-come, first-served basis. You will be able to book your package through our supplier, Academy Graduations; more information on how to book can be found on our website at [www.ncl-coll.ac.uk/graduation](http://www.ncl-coll.ac.uk/graduation). As part of your photography package you will have the opportunity to wear a gown and hood for your photos. Please note gowns and hoods **will not be worn** during the celebration.

There will also be a **free** drinks voucher provided for each student and guest attending which can be redeemed during this time or after the Graduation Celebration Event.

### Dress code

The dress code for the event is smart. This is a celebration event and is a great opportunity to get dressed up and celebrate with family, friends, staff and fellow graduates. Caps and gowns will not be worn at the event but will be available to wear for official graduate photography.

### Car parking

There is limited parking at the venue, however there are car parks located in the city centre, so please make allowances for this when planning your journey. There are public transport links available near the venue, such as bus services and the metro.

### Registering your attendance and purchasing photography

1. Visit our website at [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 book your tickets
2. Click on the link '**book tickets**' at the bottom of the webpage. Here you will be directed to the venue's booking system to secure your place at the Graduation Celebration 2020. Once completed, you will receive your e-ticket via email. You must bring this with you on the day. Please ensure you tell us about any access requirements you or your guests may have by emailing the team at [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk)
3. To book your photography click on 'book photography'. Here you will be redirected to our partner's website, Academy Graduations. Once you have placed your order you will receive a receipt by email which acts as your order acknowledgement.
4. If at the time of booking your tickets you forgot to tell us about any access requirements, please email [graduation@ncl-coll.ac.uk](mailto:graduation@ncl-coll.ac.uk) with this information. Please include your full name and what access requirements are needed.

### IMPORTANT POINTS - PLEASE READ

- Attendance at the Graduation Celebration Event is subject to satisfactory completion of your course. If you did not pass your course you will be unable to attend.
- Any students who have not paid their course fees in full will not be eligible to attend.
- A list of Frequently Asked Questions (FAQs) regarding the Celebration can be found at [www.ncl-coll.co.uk/graduation](http://www.ncl-coll.co.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 Celebration Event and look forward to celebrating with you in December.

**Best wishes,  
Newcastle College University Centre**