

APPLICATION TO GRADUATE



Instructions

1. 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 have changed your address, please notify Global Leadership Institute by emailing admin@leaders.edu.au

2. 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.

3. 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.

4. Regalia (Ceremony Only)

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

Definition of Terms:

Absentia - Selecting to graduate without attending the Ceremony. You will receive your Testamur in the mail.

Ceremony - Selecting to graduate at AC's Graduation Ceremony. You will receive your Testamur at the Ceremony.

Transcript - A record of results showing all units studied with the final grade listed.

Testamur - An official certificate awarding the completion of your course. This is given to Higher Education students.

Certificate - An official certificate awarding the completion of your course. This is given to VET students.

Personal Details

Student Number: _____

Given Names: _____

Family Name: _____

Email Address: _____

Daytime Contact Number: _____

Postal Address: _____

Suburb/City: _____

Postcode: _____

State: _____

Country: _____

Graduation Details

Graduation Cohort and Year: _____

Please state the level of Award you are graduating from: _____

Award Qualification: _____

Delivery Mode: _____

USI Number: _____

I wish to:

- Graduate in absentia - I wish to receive my Transcript and Testamur in the mail - \$50 + Postage
- I am also interested in attending the Graduation Ceremony. Please contact me when more information is available. - \$40

To the best of my knowledge I, _____(Student Name) have completed all the requirements for the course specified above and paid all the fees and costs arising from this course. I understand that my transcript and testamur will be withheld from me if I fail to pay the required costs and course fees.

Signature: _____

Date: __/__/____

For any queries or questions regarding graduation, please email admin@leaders.edu.au