



BMT College

Graduation Policy

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1. Purpose

The purpose of this policy is to provide guidance for prospective graduands who wish to attend the BMT College graduation ceremony. This policy will stipulate procedures and requirements that have to be adhered to in order for graduands to attend graduation.

2. Definitions

Graduation (for the scope of this BMT College policy): is the action of receiving or conferring an academic qualification from BMT College.

Graduand: is a student who is eligible to graduate, nonetheless has not yet graduated.

Graduate: once the graduand receives the qualification and then only is the graduand referred to as a graduate.

3. Scope of Applicability

This policy refers to students who have already been found competent for a required qualification.

4. Available Reservations

The booking fee for the Graduation Ceremony for the graduands and guests must be paid upfront to BMT College before attending the ceremony. If payment is not made upfront the student will forfeit his/her reservation and the student will not be able to attend the ceremony. The maximum number of graduands that can attend the Graduation Ceremony is 150 students. As soon as 150 graduands have made payments and reservations, no further reservations will be approved. The cut-off date for bookings for the Graduation Ceremony 2015 is 9 March 2015.

Booking fee

- Booking fee per graduand: R485 (this includes the students booking fee, photos and the attire rent) this is a fixed fee, no deductions permitted.
- Booking fee per guest: R150 (maximum of two guests per graduand)

5. Purchasing of the Attire

Graduands may purchase the attire before the graduation as well as on the graduation day. Graduands that purchase the attire before the graduation day will only receive their attire on the graduation day. All attire will be retrieved from graduates after they have been capped on stage. This includes those graduates who have purchased attire. Once the entire ceremony is completed, graduates who have purchased attire will collect their attire from the attire station. Only those students who purchased their attire or attire items may leave with the item(s). Security will be at the venue to monitor this procedure.

Costs for the full attire

Full attire: R910

Cost for individual attire items

Hood (Belt) only: R130

Mortarboard (Hat) only: R130

Gown only: R650

Contact details to book your attire

Graduands who wish to purchase their attire now may contact BMT College to order.

BMT College Tel: 010 010 0936

BMT College Fax: 086 639 4687

BMT College email: info@bmtcollege.edu.za

Banking details

Nedbank banking details

Branch: Randburg

Branch code: 1984 05

Account number: 1984 388 606

Account type: Cheque

ABSA banking details

Branch: Randburg

Branch code: 632005

Account number: 40 7791 4327

Account type: Cheque

6. Graduation requirements

In order for a student to graduate the following requirements must be met:

- The student must have completed the required qualification and results must be verified by the external regulatory body.
- All the fees/fines/interest and/or dues must have been paid.
- The student must have upheld BMT College Code of Conduct.

7. Graduation rules

If you attend the graduation ceremony, the following rules will apply:

On arrival

Please arrive two hours before the start of the ceremony in order to register, get dressed in your attire and take photos. On arrival graduands must check in at the registration desk and present their identification number and graduation number. The graduation number will be send to graduands via e-mail and or SMS. Guests must be seated 15 minutes before the ceremony starts. Guest seats are not reserved.

Dress code

Graduands and guests must dress formally as the graduation ceremony is a formal occasion. BMT College recommends that graduands wear comfortable shoes to manage the stage steps. Graduands must collect their academic attire after registering. Graduands are not allowed to wear their own attire from home or borrow attire from other graduands.

Attire can be purchased by graduands who wish to do so before the ceremony or on the day of the Graduation Ceremony.

Card and cash facilities will be available as payment option for attire purchased; graduands will receive a receipt once paid. The receipt must be showed in order to collect your attire at end of the Ceremony.

Graduation photos are included in the booking fee. Please note that taking of the photos will conclude at 10:30 and there will be no exceptions.

Guests

A maximum of two guests per graduand is allowed. Babies and toddlers under the age of 10 years are not permitted in the ballroom.

Ceremony

Graduands and guests should rise when the academic procession enters the hall. The graduate returns the attire after they have been on stage and takes their seats in the hall again.

Mobile phones

Please switch your mobile phone to silent when entering the graduation hall.

Smoking

Graduation venues are non-smoking venues. Please note that no smoking is permitted while wearing hired academic attire.

8. Graduation details

Venue: Silverstar Casino / Platinum Ballroom

Silverstar Casino Tel: 011 662 7300

BMT College Tel: 010 010 0936

Date: 20 March 2015

Time: 07:30 for 10:00 (Registration as from 08:00)

Taking of graduation photos to be concluded by 10:30 (no exceptions)

9. Failure to adhere to requirements of this policy

If requirements of this policy are not adhered to BMT College reserves the right to decline entry to the graduation ceremony.

Signed by Student

Date