



BMT College

Graduation

24 June 2017

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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 the graduation ceremony. This policy is applicable to students who have already been found competent for a required qualification.

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. Graduation details

Venue: Silverstar Casino / Platinum Ballroom

BMT College Tel: 010 010 0936

BMT College email: graduation@bmtcollege.edu.za

Graduation date: 24 June 2017

Bookings close: 16 June 2017

Programme:

8:30 am	Registration
10:30 am	Conclusion of graduation photos (no exceptions)
10:45 am	Group photo
11:00 am	Graduation ceremony opens

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 made payments, no further reservations will be approved.

Booking fee

- Booking fee per graduand: R560 (this includes the students booking fee and the attire rent) this is a fixed fee, no deductions permitted.
- Booking fee per guest: R240.

5. Purchasing of the Attire

Graduands may purchase the attire prior to the graduation day. Once the entire ceremony is completed, graduates who have purchased attire can collect their attire from the attire station. Only those students who purchased the attire or attire items may leave the ballroom with the item(s). Security will be at the venue to monitor this procedure.

Costs for the full attire:

- Full attire: R1050 (diploma and vocational qualifications only)

Cost for individual attire items:

- Hood (Belt) only: R150
- Mortarboard (Hat) only: R150
- Gown only: R750

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 and email:

graduation@bmtcollege.edu.za

Banking details

Nedbank banking details	ABSA banking details
Branch: Randburg	Branch: Randburg
Branch code: 1984 05	Branch code: 632005
Account number: 1984 388 606	Account number: 40 7791 4327
Account type: Cheque	Account type: Cheque

6. Graduation Photos

JC Photos is the official photographer for the graduation. The photographer will only be available from 8:30 am until 10:30 am for photos. Please make payments for photos before the graduation ceremony. Photos will only be taken of Graduands who have made payment for their photos. Graduands are requested to make payments directly to the service provider for their photos only. BMT College will not be liable for any incorrect transfers/deposits of money.

Account details for JC Photos to book graduation photos:

Bank: FNB First National Bank
Branch: Broadacres
Branch code: 250655
Type: Cheque account
Account holder: Charmaine Meyer
Account number: 62345104252
Reference: Please use your student number as a reference.

Should you require any further information, please contact Charmaine Meyer at info@jcphotozone.co.za.

7. 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.

8. 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. 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.

Guests

Babies and toddlers under the age of 12 years are not permitted in the ballroom.

Ceremony

11:00 am Graduation ceremony opens

Graduands and guests should rise when the academic procession enters the hall. The graduates return the attire after the ceremony at the attire station.

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.

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.