

APPLICATION TO GRADUATE

STUDENT ADMINISTRATION

**A DEADLINE APPLIES FOR APPLICATIONS TO GRADUATE –THIS DEADLINE IS EMAILED TO YOUR ND STUDENT EMAIL ACCOUNT WHICH YOU ARE REQUIRED TO CHECK AND IS PUBLISHED ON THE WEB EACH YEAR.
LATE APPLICATIONS ARE ACCEPTED AT THE DISCRETION OF THE CAMPUS REGISTRAR
A LATE FEE WILL APPLY FOR ALL LATE APPLICATIONS**

PLEASE POST OR HAND DELIVER COMPLETED FORM TO YOUR SCHOOL. FORMS WILL NOT BE ACCEPTED AT THE STUDENT ADMINISTRATION OFFICE.

STUDENT DETAILS This Section Must Be Completed

Student Identification Number:

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TITLE eg. Mr/Ms/Mrs SURNAME/FAMILY NAME GIVEN NAMES

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Contact Phone Numbers:

Home:		Work:	
Mobile:		Email:	@my.nd.edu.au

I wish to apply to graduate in: JULY, Year: _____ OR DECEMBER, Year: _____

I wish to graduate from: Fremantle Campus Broome Campus Sydney Campus

Please ensure you check the Graduation Dates on the University Calendar

OR

I NO LONGER wish to apply to graduate in : JULY, Year: _____ OR DECEMBER, Year: _____

LATE APPLICATIONS

I wish to submit a late application and my reasons are attached. I have paid the late application fee:

*A late application may be considered at the discretion of the Campus Registrar. Students making a late application are required to pay a \$100 late, non-refundable fee before their application will be considered. Please **ATTACH** a statement as to reasons for the application being received late (note: not being aware of the deadline is not considered grounds for a late application).*

I will be graduating from the following course(s):

Course Name(s):					
Honours:	<input type="checkbox"/> YES <input type="checkbox"/> NO				
MAJOR 1:		MAJOR 2:		MAJOR 3:	
MINOR 1:		MINOR 2:		MINOR 3:	
SPECIALISATION 1:		SPECIALISATION 2:		SPECIALISATION 3:	

I require assistance during the graduation ceremony. Please describe type of assistance required:

STUDENTS MUST KEEP A COPY OF THIS FORM FOR THEIR RECORDS AND TO SHOW PROOF OF LODGEMENT IF REQUIRED

Student Signature:

Date:

Office Use Only

LATE FEE PAID: YES / NO LATE APPLICATION APPROVED / DENIED

Campus Registrar (for late applications only):

Date:

Graduation Officer: APPLICATION ENTERED IN MAZE: ___/___/___ initials: ___ Grad Check sent: ___/___/___ initials: ___

Privacy Statement: The information provided in this form will only be used for the administrative or educational purposes of the University, or in accordance with your specific consent. The University will not disclose your personal information to a third party unless required to or permitted by law or where you have consented to the disclosure. Information relating to how the University collects, uses or discloses your personal information and how you may complain about the University's handling of your personal information is contained in the University's Privacy Policy at: <http://www.nd.edu.au/copyright.shtml#Privacy>.

You have a right to access your personal information that the University holds about you and to seek its correction. If you wish to access your personal information or inquire about the handling of your personal information, please contact the relevant Campus Registrar via email studentadmin@nd.edu.au