

# 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 Leaders Institute by emailing [admin@leaders.edu.au](mailto: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 LI'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

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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](mailto:admin@leaders.edu.au)