



## INSTRUCTION GUIDE for GRADUATION CEREMONY 2015

- Venue** : **Raffles City Convention Centre**  
Level 4 Stamford Ballroom
- Date / Time** : **15 November 2015, 12.00 noon to 4.00pm**
- All graduands and guests to arrive by 10.00am.
  - All graduands and guests to be seated by 11.00am
  - **Late comers will not be presented for the award ceremony once the ceremony has commenced.**
  - Cocktail reception will be served after the ceremony has ended.
- Registration** : Closing Date : **16 October 2015**
- All Registration & Payment to be made at the **Student Services & Support Counter** located at :
- City Campus**  
Mon – Fri 9.00am – 9.00pm | Sat 9.00am – 5.00pm | Sun 1.00pm – 4.00pm |
- Bishan Campus**  
Mon – Fri 9.00am – 5.00pm (Up to 31 July 2015)
- Registration via telephone/email and late registration will not be accepted.**
- Fees** :
- |                       |   |
|-----------------------|---|
| Diploma               | \$120.00 per person (Inclusive of 2 guests ticket)                    |
| Higher Diploma        | \$160.00 per person (Inclusive of 2 guests ticket & Gown Rental)      |
| Post-Graduate Diploma | \$160.00 per person (Inclusive of 2 guests ticket & Gown Rental)      |
| Graduate Diploma      | \$160.00 per person (Inclusive of 2 guests ticket & Gown Rental)      |
| Degree                | \$160.00 per person (Inclusive of 2 guests ticket & Gown Rental)      |
| Guest                 | \$70.00 per person, \$35.00 per person for children 7 to 12 years old |
- Refund Policy**
- All fees paid are non-refundable and non-transferable.
  - Refunds are only possible for those who have registered prior to the release of the final examination results and later deemed as ineligible to graduate as they did not pass the course. Original official receipt must be presented with duly completed forms to the Student Services Counter at Bishan Campus / City Campus **by 30<sup>th</sup> November 2015**. The school will not accept any request for refunds after this date.

**Should you have any questions, please contact us at Tel : 6671 2788 (Bishan Campus) or 6690 9588 (City Campus)**

### INSTRUCTIONS

#### A. DRESS CODE

##### 1. **All Graduands**

Dress code for all graduands shall be formal. Jeans, cargo pants, slippers and sandals are not advisable.

Male graduands are advised to wear long sleeve shirt with tie.

Female graduands are advised to wear blouse and skirt/dress/trouser suit.

Those found inappropriately dressed will not be allowed to go on-stage to receive their awards.

##### 2. **Graduation Gown / Mortar Board** (For Higher Diploma, Post Graduate Diploma, Graduate Diploma & Degree Graduands Only)

**Gown collection will be available on Thursday, 12 November 2015, from 10.00am to 8.00pm. Gowns are to be collected at the City Campus (250, Middle Road) Please bring along original receipt upon collection.**

Do not wash the gown, only dry-cleaning is permitted (at your own expense). Should the gown, upon return to TMC, found to be in less than its original pristine condition as a result of washing (by machine or hand) or mishandling, you shall pay S\$350.00 per gown. Please return the gown to the reception counter immediately after the ceremony; failing which, you shall pay S\$350.00 per gown.

#### **B. REPORTING TO RECEPTION**

1. Please take your breakfast or brunch before reporting. The food will be served only after the graduation ceremony which may be after 2pm.
2. **All graduands and guests have to arrive by 10.00am** at the reception counter outside the Ballroom for Registration.
3. For Higher Diploma, Post Graduate Diploma, Graduate Diploma & Degree graduands, please change into your graduation gown at the designated places after registration. You must be fully robed and **assemble at the reception counter outside the Ballroom by 10.30am**.
4. You will be issued a seat number when you register at the reception counter. Please stick the number tag onto the top right hand side of your attire or graduation gown. Please note that the seating arrangement for guests is on a first-come-first-serve basis. All graduands are **to be seated in the Ballroom by 11.00am**.
5. Do not loiter at the Ballroom entrance. Do not leave any important or valuable items unattended to, as neither TMC nor the Hotel shall be held responsible for the loss of any personal belongings.
6. Please sit on the seat allocated to you. Refer to the Marshals for guidance. Once seated, please do not leave without seeking the Marshal's permission.
7. **Latecomers will not be presented for the award ceremony.**

#### **C. PROCESSION OF GRADUANDS**

1. Listen attentively to the speeches and applaud.
2. Line up according to the Marshal's instructions to go on stage to receive the award.
3. Return to your seat after receiving the award and remain seated.
4. Group photography will be taken immediately after the graduation ceremony. Please do not leave the hall until you have taken the group photograph.
5. You may proceed to the cocktail reception after you have taken the group photograph.

#### **D. COLLECTION OF CERTIFICATES**

1. The actual transcripts/certificates will be distributed after the ceremony (this is to prevent you from receiving someone else's transcript / certificate by mistake).
2. After the group photography session, please :
  - a. Join your guests, TMC Academic team and your fellow graduates for the cocktail reception
  - b. Return your gown
  - c. Collect your transcript / certificate