



INSTRUCTION GUIDE for GRADUATION CEREMONY 2017

Venue : **Raffles City Convention Centre**
Level 4 Stamford Ballroom

Date : **25 November 2017, Saturday**

Time : **10:00am – Registration and Gowning**

All graduands and guests are advised to arrive at 10.00am.

11:00am – Welcome to the Ballroom

All graduands and guests to be seated in the Ballroom.

Late comers who arrive after 11.00am will not be able to receive their scrolls on the stage; the scrolls can be collected at the Certificate Collection Booth after the ceremony.

12.00noon – Start of Ceremony

3:00pm – End of Ceremony (estimated time)

3:00pm – Group Photo Taking and Cocktail Reception (estimated time)

4:00pm – End of Event

Registration : Closing Date : **21 October 2017**

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 |

Registration via telephone/email and late registration will not be accepted.

Fees :

Categories	Fees
Diploma/ Higher Diploma/ Graduate Diploma / Post-Graduate Diploma/ Degree	\$160.00 (Inclusive of 2 guest tickets & Gown Rental)
For students who have progressed/ are progressing * to Degree	
Diploma/ Higher Diploma/ Graduate Diploma	\$80.00 (Inclusive of Gown Rental) \$120.00 (Inclusive of 2 guest tickets & Gown Rental)
Additional Guest	\$70.00 per person, \$35.00 per child from 7 to 12 years old~

*with course fee paid

~ Graduation ceremony is not recommended for children below 7 years old as it is a long and formal event. Hence, children under 7 years of age will not be admitted to the graduation ceremony.

Special discounts:

1. *Top student and First class honours recipients are entitled for 50% discount of registration fee*

2. *Registrations received by 31 August 2017 are entitled for **10% early bird discount**. For September and October 2017 graduates, the early bird period will be within 1 week after result release. Early bird discount is not applicable for top students and first class honours recipients.*

- **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 and Support counter at City Campus **by 8th December 2017**. The school will not accept any request for refunds after this date.

Should you have any questions, please contact us at Tel : 6690 9588

INSTRUCTIONS

A. DRESS CODE

1. All Graduands

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

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

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

Graduands who are inappropriately dressed will not be allowed to go on-stage to receive their scrolls.

2. Graduation Gown / Mortar Board

Gown collection will be available on:

- **Thursday, 23 November 2017 (11.00am – 7.30pm)**

- **Friday, 24 November 2017 (11.00am – 7.30pm)**

Gowns are to be collected at the City Campus (250, Middle Road). Please bring along the original receipt for the collection of gown.

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 3pm.
2. **All graduands and guests have to arrive by 10.00am** at the reception counter outside the Ballroom for Registration.
3. 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 graduation gown. Please note that the seating arrangement for guests is on a first-come-first-serve basis. All graduands and guests 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 ushers for guidance. Once seated, please do not leave without seeking the ushers' permission.
7. **Latecomers will not be presented for the graduation ceremony.**

C. PROCESSION OF GRADUANDS

1. Listen attentively to the speeches and applaud.
2. Line up according to the usher's instructions to go on stage to receive the scroll.
3. Return to your seat after receiving the scroll 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. 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/ Merit Awards

D. COLLECTION OF CERTIFICATES

1. The transcripts/certificates will not be inside the scroll holder that you will receive on the stage. This is to prevent you from receiving someone else's transcript / certificate by mistake.
2. The actual transcripts/certificates can be collected at the Certificate Collection Booth outside the Ballroom after the ceremony.

E. COLLECTION OF MERIT AWARDS

1. For recipients of TMC Merit Awards, cash-cheque can be collected at the Certificate Collection Booth outside the Ballroom after the ceremony.