TAFE QUEENSLAND

GRADUATION

Frequently Asked Questions

Dates and times
4 December, 4:00pm-7:30pm
The Beach House Hotel, 344 Charlton Esplanade, Scarness

Ticket Prices
Diploma Graduates - $45
Certificate Graduates - $25
Guests - $25

Tickets can be purchased through Eventbrite, please see link below
https://tqgradfrasercoast.eventbrite.com.au
The price of the ticket covers entry, regalia (Diploma) entertainment and catering post event.

Preparing for Graduation

Check your eligibility
To be eligible to graduate you must have completed all course requirements and student fees need to be up to date. If you are concerned about your eligibility you can speak to your teachers and they can advise what you need to do.

Registration
Finishing your course doesn't mean you are automatically registered to attend a graduation ceremony. If you would like to attend a ceremony,you will need to register.

What do I do if I do not know my USI and student number?
Please call 1300 308 233, student services will be able to assist you.

What if I didn't pass my studies?
If this happens and you have already registered and paid to attend you will be entitled to a full refund. You will need to make contact with TAFE Queensland at least 24 hours prior to the ceremony after this time a refund will not be possible.

If you are unsure if you are going to pass your qualification, speak to your teacher.

Helpful hints

1. **Stay Hydrated** – this is our hottest time of year, drink plenty of water.
2. **Don't be late** – there is a lot to do prior to the ceremony including registration, robing, photos and briefing
3. **Keep hold of your sticker given to you at registration.** This will assist us in helping to announce your name correctly when you are called out on stage as well as making sure you are in the correct seating order.
4. **You are responsible for your academic regalia.** You will sign for the academic regalia at the time of robing and sign again upon returning the items. Failing to return the academic regalia will incur a fee for the replacement of these items.
5. **Keep an eye out** for further emails and communications regarding your graduation.

About the Ceremony

Wellbeing
This is Queensland's hottest time of year, drink plenty of water and don't forget to eat during the day, you will need to keep your energy up with all that's going on during the day of your graduation.

Please bring your email confirmation to the event
This can be printed out or displayed on your mobile phone

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Gowning
Diploma and above graduands will wear traditional academic regalia, black gown, mortarboard and appropriate sash over their clothes. Please be mindful of hairstyles and how these will be affected when wearing the mortar board.

Dress code
All graduating students and guests are asked to wear semiformal attire. Please note: jeans, thongs, sneakers and similar casual items are not appropriate attire for graduation ceremonies.

Arrival time
Registration opens at 4.00pm this will allow graduates enough time to register and be gowned (if diploma) and have photos taken.

Registration and robing closes at 4.30pm sharp.

Seating arrangements
You will be allocated a seat number upon registration. Please do not swap seats with other graduands as this is the order you will be called out of your seat to appear on stage. You are required to attend a student briefing at 4.40pm sharp. This briefing will go for approximately 10 minutes, upon conclusion guests will be seated in time for a 5.00pm starting time. All students must be ready to enter the theatre/venue at 4.40pm. Please follow directions of ceremony staff at all times.

Friends and family will sit separately to graduating students. You will be able to join them again at the conclusion of the official ceremony.

Photography
We encourage photos and videos during the ceremony but ask that guests be mindful of other guests and ask that they reframe from leaving their seats, share them on social media #tafegrad2019
There will be a professional photographer at Graduation. Photos will be available for purchase 14 days after the event here:
TBA

Guest information
Guests are invited to arrive between 4.00pm and 4.30pm Guests are asked to please present their email confirmation. Please note there is no allocated guest seating. Guest will be seated at 4.50pm, 10 minutes prior to the start of the ceremony. During the ceremony, graduands and guests are asked not to leave the auditorium unless necessary to minimise disruption to other students and guests.

Order of proceedings

4.00pm Arrival for graduand registration, gowning (Diplomas) and photos. Bar open to purchase drinks.
4.30pm Graduand registration closed, Guests to arrive
4.40pm Graduand briefing in theatre
4.50pm Guest to be seated
5.00pm Graduation Ceremony
6.30pm Post ceremony celebration
7.30pm Gowns to be returned

*Please keep an eye out for continued communications regarding your Graduation