

April 2019

Dear Student

## NPTC Group of Colleges Graduation Ceremony

**Monday 08 July 2019 @ 3pm**

Thank you for informing us that you will be attending this year's Awards Ceremony. Please find enclosed the following -

- *Ede and Ravenscroft information leaflets regarding photography and robe ordering*
- *Information for Graduands*

The venue for 2019 NPTC Group of Colleges Graduation Ceremony will be the Great Hall, Swansea Bay Campus, Swansea University and two ceremonies will be held. Your graduation ceremony will be taking place at 3 pm, and we must advise that you will only be allowed to graduate from your allocated ceremony.

All students that are graduating are automatically entitled to apply for 2 guest tickets for the ceremony. We appreciate that additional tickets may also be required and we will endeavour to accommodate your requests as far as possible.

To apply for **ALL** of your guest tickets please email [graduation@nptcgroup.ac.uk](mailto:graduation@nptcgroup.ac.uk) quoting the following –

- your name,
- student number (as shown on your NPTC Group student ID card)
- the course that you are graduating from
- the total number of guest tickets that you require for the graduation ceremony.

The deadline for ticket applications is 14 June 2019 and you will receive confirmation of the number of tickets you have been allocated by 24 June 2019. You will be given all your guest tickets at registration on the day of the ceremony and entry to the ceremony will be by ticket only.

When applying for your guest tickets please let us know if you or your guests have any access or mobility requirements in order that we can ensure your day runs as smoothly as possible.

You must wear the academic robes (i.e. cap and gown) of your University which you will need to order online via of Ede and Ravenscroft at [www.gownhire.co.uk](http://www.gownhire.co.uk).

You will be able to order your gowns up to 29 June 2019. Please note that you will need to use a tape measure to measure the circumference of your head.

We would strongly recommend however that you place your order for your robes as soon as possible to ensure delivery to the Great Hall on the day of your ceremony. Orders placed within 21 days of the event cannot be guaranteed.

If you are unable to attend the Ceremony, for whatever reason, Ede and Ravenscroft will refund the payment you've made under the Hire Contract, provided they have received your notification of cancellation by email at least seven working days before the date of the Ceremony (this is 29 June for the 2019 graduation).

If you have already purchased a gown and will be attending please let us know as we will need to add this information to our files.

I hope that we have clarified everything for you and look forward to seeing you at the Great Hall, Swansea Bay Campus, Swansea University on Monday 08 July 2019.

If you require any further information please visit our website [www.nptcgroup.ac.uk/graduation](http://www.nptcgroup.ac.uk/graduation) or contact Kimberley Mann on 01686 614222

Yours Sincerely



**Professor Richard Tong**

**Assistant Principal: Higher Education**

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### Monday 08 July 2019 @ 3pm

I wish to apply for \_\_\_\_ guest tickets in total. **This number includes the two guest tickets that I am automatically entitled to.**

Name \_\_\_\_\_ NPTC Group Student ID no. \_\_\_\_\_

Course \_\_\_\_\_

Please scan and email your request to [graduation@nptcgroup.ac.uk](mailto:graduation@nptcgroup.ac.uk)