



ANNUAL GRADUATION CEREMONIES THURSDAY 28th OCTOBER 2010

STUDENT ENROLMENT NUMBER:	
NAME:	
AWARD: COURSE & TITLE	

<p>IMPORTANT: <u>If you do not wish to attend you should still return your form including your name and enrolment no. so the seats can be reallocated.</u></p>	<p>Please tick here if you are <u>NOT ATTENDING</u></p> <p style="text-align: center;"><input type="checkbox"/></p>
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IF YOU ARE ATTENDING GRADUATION Please Tick/Complete Details Below As Appropriate:

ADDRESS:			
Telephone No:	Email address:		
Mobile No:			
NAME OF SCHOOL Tick one box			
<input type="checkbox"/> Applied & Health Sciences	<input type="checkbox"/> Community Education & Training	<input type="checkbox"/> Engineering	
<input type="checkbox"/> Education & Humanities	<input type="checkbox"/> Hampshire Business School	<input type="checkbox"/> Media & Creative Arts	

I will be attending the ceremony and reception	<input type="checkbox"/> FREE FOR STUDENTS	
I will require GUEST TICKETS at £20.00 per head, maximum 2 guests	Number of tickets: Please tick correct box 1 <input type="checkbox"/> 2 <input type="checkbox"/>	
Please give the names of your guest/s who will be attending: this information is required for Health & Safety purposes	Guest 1	Guest 2
REQUEST FOR EXTRA GUEST TICKETS: Please note that extra tickets if available will not be allocated until the end of September. Do not send any money for the extra tickets. You will be contacted if they are available for your ceremony.	Number required:	
<i>Please indicate here whether you or your guests have special access requirements-Disabled Parking/wheelchair use in church.</i>		

STUDENT ENROLMENT No.

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**IF YOU ARE PAYING BY POST, TELEPHONE, INTERNET BANKING OR BACS
PLEASE ENSURE YOU RETURN THIS FORM TO:**

The Finance Office, Farnborough College of Technology, Boundary Road, Farnborough, GU14 6SB

or e-mail to finance@farn-ct.ac.uk

How to Pay: Please tick against your chosen method of payment and return this form to the Finance Office.

In person by: Cash, Cheque or Credit Card	Please bring this form and your payment to the Finance Payment Window, situated in the Foyer near the Theater (E Block).
Telephone Payments: Debit/ Credit Card	Please telephone the Finance Dept. on 01252 407037 and return this form to the Finance Office WE ARE UNABLE TO ACCEPT DINERS CLUB OR AMERICAN EXPRESS CREDIT CARDS
Internet Banking and BACS Payments	Please quote your Student Enrolment Number , followed by the word GRAD , as the reference when paying by Internet Banking or BACS. e.g. '20091234GRAD'. Payment should be made to: ACCOUNT Name: Farnborough College of Technology BANK: Barclays Bank, 34-36 Victoria Road, Farnborough, GU14 7PQ SORT CODE: 20-61-82 ACCOUNT No: 70364347 Please then return this form to the Finance Office at Farnborough College of Technology, as above.
By Post: Cheques only, do not send cash in the post	Cheques should be crossed and made payable to 'Farnborough College of Technology'. Please put the Graduate's Name, Enrolment Number and the word 'Graduation' on the reverse of the cheque, and return to the address above. Student Name/ Enrolment Number: Name on Cheque: Amount Paid £:

**ALL FORMS AND PAYMENTS TO BE RETURNED BY
27th AUGUST 2010**

For office use only	'v' rec'd	
Date Received		
Special Requirements Actioned		
Tickets	No:	Packed: