



# KNOX COMMUNITY COLLEGE

**Motto: Nitti, servire, neque cedere**

**To strive, to serve and not to yield**

## GRADUATION APPLICATION

### Instructions

Please complete every section of this form. Return the original along with supporting graduation fee to Knox Community College. Remember to keep a copy for yourself. Direct your mail to:

Knox Community College  
Student Services Department  
P.O. Box 52, Spalding, Clarendon, Jamaica, WI

Any outstanding balances and all graduation fees must be paid in full no later than October 31, 2011. Please note that any delay in responding may prohibit you from participating in the Graduation Exercise.

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PO BOX 52, SPALDING, CLARENDON, JAMAICA, WI  
Phone: (876) 987-8056; FAX (876) 987-8048  
Web: [www.knoxcommunitycollege.edu.jm](http://www.knoxcommunitycollege.edu.jm);

**Please print ALL information in BLOCK letters**

Check correct title:      Mr.                  Mrs.                  Ms.

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First name                                  Middle Name                                  Surname

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Address

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Address

---

Email

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Home Number                                  Work Number                                  Cell Number

Indicate the programme have completed:

- Associate of Science in Business Studies
- Associate of Science in Architecture and Construction Technology (ADACT)
- Associate Of Science In Hospitality And Tourism Management (ADHTM)
- Associate of Science in Environmental Studies (ADES)
- Associate Of Science In Management And Information Systems (ADMIS)
- Associate of Science in Engineering Technology(ADET)
- Enrolled Assistant Nursing (EAN)
- Bachelor of Science in Nursing
- Bachelor of Education
- Association of Accounting Technicians (AAT)
- CAPE Sciences
- CAPE Arts
- Continuing Education
- Other \_\_\_\_\_

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Campus    Year

Please fill out the information below:

**GRADUATION - select one option**

- Attending Graduation Exercise (\$5,500.00)
- Not Attending Graduation Exercise (\$3,300.00)

**GOWN SIZE**

Indicate height with shoes (ft., ins.)

Indicate weight (lbs)

Indicate the number of guests attending the Graduation Ceremony

0    1    2    3    4    5    6

**PAYMENT**

Please check payment form

- Voucher
- Other: \_\_\_\_\_



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## GRADUATION CHECKLIST

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Name of Programme Completed \_\_\_\_\_

Date Completed \_\_\_\_\_

Dept. \_\_\_\_\_

Campus \_\_\_\_\_

Year \_\_\_\_\_

<b>Use a check mark to indicate items completed</b>	<b>Official Use Only</b>
<input type="checkbox"/> Cleared all school fees	
<input type="checkbox"/> Completed and submitted Work Programme	
<input type="checkbox"/> Submitted all Work Experience documents	
<input type="checkbox"/> Returned all books to library	
<input type="checkbox"/> Attained stipulated GPA	
<input type="checkbox"/> Cleared all other obligations to the institution	
<input type="checkbox"/> Paid the Graduation fee	
<input type="checkbox"/> Submitted Graduation Application form	
<input type="checkbox"/> Obtained clearance from all departments	

Signature: \_\_\_\_\_ (Student Services Dept)

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## GRADUATION FACT SHEET

Venue: Knox Auditorium

### Graduation Date

Date: Thursday, November 24.

Time: 2:00pm

Venue: Knox Auditorium

Guests must be seated by 1:30pm

### Cost

\$5,500.00

### Includes:

- Graduation Cap and Gown rental
- Diploma holder
- Souvenirs
- Boutonnieres / corsages
- Photo Package

### Photographer

A professional photographer will be on hand to take photos on the day of graduation. Group Photos can be arranged.

Photographs will be taken between 11:30am and 1:30pm

### Post Graduation

- Return cap and gown
- Pick up official certificate from Student Services Dept.

### Payment Specifics

- Full payment before November 24

### Graduation Rehearsal

Date: Thursday, November 24.

Time: 10:00am – 11:30am

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