

KBS Graduation 2024: Information and FAQs

We're excited to be hosting a Graduation ceremony that recognises your wonderful achievements and it is a key part of your journey at KBS. As such, we are determined to bring you the celebration you deserve and make this a special event for you.

Dates and Venues

<p><u>Adelaide Graduation</u> Tuesday 23 January 2024 Convention Centre - Panorama Ballroom North Terrace Adelaide, SA 5000</p>	<p><u>Brisbane Graduation</u> Tuesday 16 January 2024 Cloudland - Rose Room 641 Ann Street Fortitude Valley, QLD 4006</p>
<p><u>Melbourne Graduation</u> Tuesday 30 January 2024 Grand Hyatt – Savoy Ballroom 123 Collins Street Melbourne, VIC 3000</p>	<p><u>Perth Graduation</u> Thursday 18 January 2024 Hilton Waterfront 1 Barrack Square Perth, WA 6000</p>
<p><u>Sydney Graduation</u> Thursday 1 February 2024 Le Montage – Sarah Grand Ballroom 38 Frazer Street Lilyfield, NSW 2040</p>	

Schedule for Graduation Ceremonies*

- 1:30pm Registration and gowning opens**
 Please ensure you arrive with enough time to complete your registration and be gowned.
- 3:00pm Graduation ceremony commences**
 The formalities take place and a photograph is taken as you collect your scroll on stage.
- 4:30pm Reception with canapes and beverages**
 This is a moment to celebrate with your friends, peers and family.
- 6:00pm Event finishes**
 Students return their gowns and receive their free gift from KBS.

**These timings are estimations only, sometimes the ceremony can go longer or shorter than expected.*

Ticket Pricing

- \$175 – includes gown hire, entry for yourself (the graduand), 2 x free guests and a fully catered function
- In addition to the above, you are allowed only one additional guest at a cost of \$100
- A maximum of 3 guests per graduand (2 x free and 1 x additional paid guest at \$100)
- Children 5 years old and younger can attend free of charge and children over 6 years old will be considered as one of the guests

Please note: that there is no physical ticket, there will be a registration desk on the day where you and your guests will need to check-in.

Free Tickets

Some students have earned their graduation ticket free of charge due to their contributions to the Kaplan community and/or level of academic performance. Eligible students include:

- Graduating Student Ambassadors
- Average HD Level Students
- Kaplan Graduating Staff

Photography

A professional photographer will take event photography on the day at no extra cost. You will receive a download link by email within five weeks after your ceremony. If you don't want your photo taken, please let us know by emailing graduation@kbs.edu.au with your student number.

Live Broadcast

Your friends and family will be able to watch a live broadcast of the ceremony on the KBS [Facebook page](#).

Frequently Asked Questions

General Questions

How do I register for this graduation?

You can register via the following link: <https://calendly.com/graduation-ceremonies>

Simply fill in your details and then you will receive a confirmation email where you will find information on how to make a payment via bank transfer or a credit card.

What is the deadline for registration?

The deadline to register and pay is Friday 15 December 2023 unless tickets are sold out or capacity is reached beforehand.

I'm unable to attend this graduation when will the next one be?

If you are unable to attend this upcoming graduation you are welcome to register for a future ceremony – they are generally held every 8 months. If you would like to do this please let us know by emailing graduation@kbs.edu.au.

How many guests can I bring?

Due to capacity limits at each venue, each graduate can only bring a maximum of 3 guests. Two free guests are included as part of the ticket, and if you want to bring an additional third guest, this is at the cost of \$100. We recommend other friends and family watch the live streaming on Facebook.

Can I bring my kids?

Yes, Children 5 years old and younger can attend free of charge and children over 6 years old will be considered as one of the guests.

What if my guests and I will be arriving at different times?

Your guests will simply need to quote your student number at the registration table and we will check them in.

My guest numbers have changed, what should I do?

As long as the total number of guests does not increase there is no need to update your registration. If you're unsure, please email graduation@kbs.edu.au.

I need an invitation letter; how can I get one?

After you have registered you will receive a confirmation email containing a link. Please click on [this link](#) to fill out the required information and also follow the steps on making your payment. Once you have completed all of these steps your invitation letter will be sent to you in approximately 3 business days.

What do I need to wear on the day?

The dress code is smart casual. It is recommended for males to wear a button up shirt as this will help with your graduation gown and females to wear comfortable shoes as you will be walking up on stage.

What colour will my graduation sash/stole be?

- Red for Diploma students
- Yellow for Undergraduate students
- Blue for Postgraduate students

If my gown or mortarboard doesn't fit me, will there be spares available?

All of our mortarboards are adjustable and one size fits all. As for your gown it's best to ensure you select the correct size using the measurements provided as we cannot guarantee that there will be spares or what you do request on the day.

I'd like to keep the gown for longer to take photos, can I do that?

Due to time constraints, your gown will need to be returned at the end of the ceremony and cannot be taken outside the premises.

Where do I sit?

You will be allocated a seat with all the other graduands on the day, your seat will have a sticker on it with your name. This is so your name is called up in the right order during the procession. Our staff will be available on the day to guide you to your seat.

Can I sit with my family/can my family sit with me?

Unfortunately, no. All graduands must sit together according to the seating arrangement. Your guests will have a section for where they can be seated.

Can I sit next to my friend who is also graduating?

No, unless you have been luckily seated next to each other by KBS. It is important that you do not rearrange the seating and sit where you are allocated. The seating allocation is created by course and last name, this ensures the flow when the names are called out during the ceremony.

Can I make a speech at the graduation?

Unfortunately not, we have a set schedule of speakers for the day already.

Will there be food?

Yes, afternoon tea will be provided before the ceremony and there will be canapes and beverages available after the ceremony.

I have a dietary requirement, who can I tell?

Please email graduation@kbs.edu.au with your student number and your requirements/allergies etc. We will aim to provide a range of food that suits the majority of dietary requirements.

If I have already collected my testamur, what am I getting on the day?

We do not hand out the testamurs on the day of graduation to avoid them being damaged or misplaced. Feel free to bring it with you if you'd like to have photos with your testamur in your academic gown. On the day, you will receive a customised KBS scroll with a letter inside. Don't worry, they look great in photos!

Payment & Refunds**How do I make a payment?**

If you have selected the 'Credit card' option, please use the 'Payment Portal' on our website to make your payment: <https://www.kbs.edu.au/fee-payment-portal/>

If you've selected the 'Bank transfer via Flywire' option, please follow the prompts on this website to make your payment: <https://payment.flywire.com/pay/payment>

If you would like to learn more about Flywire please visit its dedicated page on our website: <https://www.kbs.edu.au/current-students/flywire>

PLEASE NOTE: If you do not make the payment, your ticket will not be secured.

I need a tax invoice for the graduation fee, how can I get one?

Please email graduation@kbs.edu.au with your student ID. Tax invoices are not emailed to students unless requested.

If I paid for my graduation, but I can no longer attend – will I get a refund or credit?

Please email graduation@kbs.edu.au with your student number and reason. It will need to be assessed, but generally, it's a no refund or credit policy.

My additional guest can no longer attend the graduation – can I get a refund?

As we have already catered for all the guests at the venue you will not be refunded for your guest who can no longer attend. Our suggestion is to bring another friend or family member to join you on your special day.

Health and Safety

What health and safety measures will be taken on the day?

In line with State and Federal government guidelines, we'll continue to adhere to a range of health and safety measures to ensure our ceremonies are safe for all of those who attend:

- Check in: All students and guests will be required to check in at the registration desk.
- Hygiene: You will have access to and are encouraged to use hand sanitiser.
- Masks: Face masks are optional at this stage so some staff and guests may be wearing masks on the day. We recommend checking your state requirements about indoor mask requirements if unsure.
- State and federal regulations: Kaplan and our venues will continually monitor state and federal regulations to ensure our events comply with all the latest safety regulations and practices. For that reason, the above is subject to change.

One of my guests or I are not feeling well, what should I do?

If you have any of the symptoms on this [list](#), or you feel you may have been exposed to COVID-19 and as such are concerned about your health please do not attend the Graduation ceremony for your own and other people's safety. We recommend you get tested, self-isolate and follow the directions from the public health authorities in your state. Further information is also available at www.health.gov.au

For all other enquiries, please send an email to graduation@kbs.edu.au with your student number and we will contact you directly.