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| **Awards Ceremony** **invitation reply form** | https://www.gre.ac.uk/__data/assets/image/0007/1367179/UoG_RGB.jpg |

**Please visit** [**www.gre.ac.uk/awards-ceremonies**](http://www.gre.ac.uk/awards-ceremonies) **for essential information regarding Award Ceremonies before completing this form.**

Please complete sections 1, 2 and 3 plus section 4 overleaf, if applicable, and return the completed form by **FRIDAY 14 SEPTEMBER 2018.**

1 **Personal details (BLOCK CAPITALS)**

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|  Student ID number 000………………………….…………………Title (Mr, Miss, Mrs, Ms) …………………………………………………Forename(s) …………………………………………………Surname/Family Name …………………………………..……………..Email address ………………………………………………....Telephone Number …………………………………...................... |

**2 Programme Details**

|  |  |
| --- | --- |
| **Study details** Please **🗸**tick relevant box | **Qualification** (eg. Foundation, BA, BSc, MA, MBA, MSc, PhD etc.) |
| Undergraduate Postgraduate |  |
| **Faculty/Dept**  | **Prog No/Title** (eg Computing, Business Studies, Sports Science etc) |
| **Completion Date** (if applicable) | **Date of Ceremony**  | (Greenwich**)** |

**3 Guest tickets**

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| **There is no charge for the graduate to attend the ceremony. All guest tickets are £20 each**. |
| Number of guest tickets required. You can request a maximum of 2 guest ticketsI enclose payment for guest tickets @ £20 per ticket.  | 🖵None 🖵1 🖵2**£** To be deducted from card details below |
| Please visit our website regarding the University’s policy to the **non-attendance of children under the age of 5**. All children age 5 and over must be accompanied by an adult and have a guest ticket. |
| **Payments must be made in GBP/£ by credit/debit card** **(*We do not accept Visa Electron, American Express or Pre Payment cards)*** Card type: VISA MASTERCARD  Card number:

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| **Start Date** | **Expiry Date** | **Issue Number** |
| **Name on Card** |
| **Address the card is registered at** |
| **3 digit CVC (security code at the back of the card)** |

**Your reply form with payment details will be stored securely in our office and then destroyed 28 days after your ceremony date** |

**4 Special Requirements**

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| If you have any requirements for disabled guests or graduates, please give information below. Please note that some guest seating is upstairs in the gallery |
| **I/My guest (\*\*delete as applicable) require special arrangements due to disability**  |
| Details *(specify if wheelchair access is required, and please note that the University cannot provide the use of a wheelchair for your ceremony day, and you will have to bring your own)* |
| To provide access to the Chapel we have a Stairmate machine, which carries wheelchairs up the interior steps. Due to the technical specifications of this machine if you need wheelchair access, we are required to ask the following questions. Please note that we are unable to accommodate electric wheelchairs;  |
| **Wheelchair Information (to be completed in all cases if wheelchair access is required):** |
| **Width of Wheelchair**(Measurement from outer wheel to outer wheel including rims, in centimetres or inches)**Combined Weight**(Wheelchair and user, in kilograms or stones/pounds) |  |  |
| Please note**:** The maximum weight the Stairmate can hold is 200kg. The maximum width of chair which will fit is 69.5cm, (27”) – this is the overall width, hand rim to hand rim.  |
| **Any other comments** (*A limited number of university-managed parking spaces are available onsite for anyone with mobility problems or holding a disabled parking badge. Please note that this is on a first come basis, and you must make your request by the Online Graduation deadline date)* |
| I acknowledge that I have read and understood the arrangements for wheelchair access to the Old Royal Naval College Chapel, Greenwich as given on our website <http://www2.gre.ac.uk/current-students/awards/preparing-for-graduation>*Graduates attending the ceremony should be aware that the publication of personal data in awards ceremony programmes, videos and, if applicable, on the Internet, is regarded as a legitimate interest of the university. By participating in this public event, graduates consent to having their name and image publicly available within the context of the ceremony***Please sign and date this form, and return it with payment details, if applicable, by the closing date of Friday 14 SEPTEMBER 2018 to the address given below**.**Signature** .................................................................................................... **Date** ................................................... |

**PLEASE RETURN THIS FORM AND PAYMENT DETAILS TO:**

**University of Greenwich**

**Academic Registry**

**Room 306 Fry Building**

**Avery Hill Road**

**Eltham, London**

**SE9 2UG**

**OR email to awards@gre.ac.uk**