

KBS Graduation 2022: Information and FAQs

Event Information

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. Read through the information below so you can understand what happens on the day.

Dates and Venues

<p><u>Adelaide Graduation</u> Wednesday 26 October 2022 Convention Centre - Panorama Ballroom North Terrace Adelaide, SA 5000</p>	<p><u>Brisbane Graduation</u> Wednesday 19 October 2022 Cloudland - Rose Room 641 Ann Street Fortitude Valley, QLD 4006</p>
<p><u>Melbourne Graduation</u> Tuesday 25 October 2022 Marvel Stadium - Victory Room Gate 9, 740 Bourke Street Docklands, VIC 3008</p>	<p><u>Perth Graduation</u> Friday 14 October 2022 Hilton Waterfront 1 Barrack Square Perth, WA 6000</p>
<p><u>Sydney Graduation</u> Thursday 27 October 2022 Doltone House - Darling Island Ground Floor, 48 Pirrama Road Pyrmont, NSW 2009</p>	

Schedule for Adelaide, Brisbane, Melbourne and Perth 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.

Schedule for Sydney Graduation Ceremony

- **11:30am Registration and gowning opens**
Please ensure you arrive with enough time to complete your registration and be gowned.
- **1:00pm Graduation Ceremony commences**
The formalities take place and a photograph is taken as you collect your scroll on stage.
- **2:30pm Reception with canapes and beverages**
This is a moment to celebrate with your friends, peers and family.
- **4:00pm Event finishes**
Students return their gowns and receive their free gift from KBS.

**These timings are estimations only, sometimes the ceremony can go longer than expected. If you are a graduating student, please ensure you arrive at least 30 minutes before the ceremony begins.*

Ticket Pricing

- \$150 – includes gown hire, entry for yourself (the graduand), 2 x free guests and a fully catered function
- You are allowed only one additional guest at a cost of \$100
- 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 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 has this event changed from previous Graduation ceremonies?

We are returning to our traditional style where all graduates gather together in the one session and can celebrate at the end with drinks and canapes.

How do I register for this graduation?

You can register via the following link: <https://calendly.com/graduation-ceremonies-2022>

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 30 September 2022 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?

You can make this request by emailing graduation@kbs.edu.au. Please provide the guests full name and their relationship to you and allow us a few days for the letter to be processed.

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?

It's best to ensure you select the correct size using the measurements provided on the registration form. There will be limited spares available, so we cannot guarantee that we have what you request on the day.

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

Due to time constraints, your gown and mortarboard 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.

How do I find my seat?

Staff will be available on the day and they can guide you.

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 to pay by Credit Card, please visit the following website:
<https://www.kbs.edu.au/fee-payment-portal/>

If you've selected bank transfer, please use the details below:

Account name: Kaplan Business School (Deposit)
Bank: HSBC Bank Australia Limited
Swift Code: HKBAU2S
Branch address: 28 Bridge Street, Sydney, NSW 2000
BSB: 342-011
Account number: 461498-163

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?

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 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.

COVID-19 Safety

What COVID-19 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 COVID 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 practices: You will have access to and are encouraged to use hand sanitiser.
- Physical contact: We have removed any form of physical contact from the ceremony (handshakes) and encourage all guests to avoid physical greetings with staff, fellow students or guests.
- Masks: Face masks are optional at this stage, but we do welcome guests wearing these. Some staff may also be wearing masks. 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 COVID-19 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.