Graduation 2011
Registration Form

Submit this form together with your payment to the College no later than <u>10th October 2011</u>

1. STUDENT INFORMATION

STUDENT ID NUMBER   [ ][ ][ ][ ][ ][ ][ ][ ][ ]   (If applicable)

NAME OF COLLEGE

COURSE OF STUDY (FULL TITLE)

E-MAIL ADDRESS

MOBILE PHONE NO.   [ ][ ][ ][ ][ ][ ][ ][ ][ ]

FULL LEGAL NAME: Written out in full. Include mixed case and accents.
Note: If this does not match the name recorded in the University's student information system, proof of name will be required.

Mr/Ms/Mrs/Mdm/Dr*

2. GRADUATION CEREMONY

Date:	**6th NOVEMBER 2011, SUNDAY**	Venue:	Amara Singapore Hotel *(*TBC)*
Time:	8:00 am – 2:00pm	Address:	165 Tanjong Pagar Road, Singapore 088539
Fees:	USD 400.00* / Graduate		Items included in the Graduation Fees:

USD 100.00 / Guest

* USD50.00 is a refundable deposit for the rental of the gown, it will be return to the student by end of the ceremony.

1) Lunch reception will be provided
2) One set of rental gown & cap
3) Photograph (One piece of Individual & Group)
4) A DVD of the Graduation Ceremony

3. DETAILS NEEDED THE RENTAL OF CAP & GOWN:

Please kindly please provide the following information:

HEIGHT (in centimeters): [ ]   HEAD circumference (in centimeters): [ ]

[ ] **YES, I SHALL ATTEND THE GRADUATION CEREMONY ON 6TH NOVEMBER 2011 / SUNDAY?** (Please tick as appropriate)

I PLAN TO HAVE [ ] **GUESTS ATTEND THE GRADUATION CEREMONY?** (Please indicate the number of Guests in the provided box)

Guest/s List (Please furnish the Guest's name in the space provided below)	

4. METHOD OF PAYMENT

Payment of fees	Amount (USD)
Amount Payable (in words)		

Regards to the payment for the Graduation Fees for the Graduate and Guest, kindly send your payment via either **one of the options provided** below by the closing date to confirm your attendance, and email a scan copy of the completed Registration Form to ***shanti.hartono@gmdc.com.sg***. Graduates are encouraged to submit the Registration Form early to avoid the **late fee of US$25.00** for registrations received after deadline.

Fees may be paid by Bank Draft or Telegraphic Transfer, please ask the bank to include your name, course and student ID (if applicable) when making the transaction to GMDC (Asia) Pte Ltd before the *10th October 2011.*

We appreciate your time and effort and look forward to your confirmation soon.

OPTION A
Telegraphic Transfer (TT)
Account No.   : 529-060881-001
Account Name   : GMDC (Asia) Pte Ltd.
Bank Name   : OCBC Bank
Bank code   : 7339
Branch Code   : 529
Swift Code   : OCBCSGSG

Or

OPTION B
Bank Draft and send to
GMDC (Asia) Pte Ltd.
32 Aliwal Street #02-02
Singapore 239664

Remarks:
Kindly note that all TT charges involves in the transaction should be borne by the sender, and all fees paid are not refundable.

I certify that the information provided above is correct and complete.

_____   _____

Full Name & Signature   Date (DD/MM/YY)

PLEASE KINDLY TAKE NOTE THAT
NO REGISTRATIONS WILL BE ACCEPTED ON THE DAY OF THE CEREMONY.

FOR OFFICE USE ONLY:

Date Received:	Initials:	Fees: