Dear Graduate

CAPE TOWN GRADUATION CEREMONY

Congratulations! You have achieved your qualification following a professional path to marketing and business excellence.

In recognition of your achievement and commitment, we cordially invite you to attend the annual IMM Graduate School Graduation Ceremony, where you will be awarded your qualification.

You may only invite two guests to accompany you to share in your success (we regret no children under 12).

DATE	**Thursday, 26 April 2018**
TIME	The graduation ceremony starts promptly at **14h00** Gown collection and photographs from **11h00** Graduates to register from **11h00** Everyone to be seated by **13h45**
VENUE	**The Rotunda** The Bay Hotel 69 Victoria Road Camps Bay
DRESS	Jacket and Tie / Smart / Traditional Casual dress such as jeans/denims will not be allowed
RSVP	Please fill in RSVP form and send to Cape Town office by **Friday, 9 March 2018** **Telephone:** +27 (0) 21 671 4426 **email:** graduation.ct@immgsm.ac.za

We look forward to welcoming you.

IMM Graduate School

Please read following page for information on the graduation:

IMPORTANT
Your First Name(s) and Surname as indicated on your student portal (Student information) will appear on your certificate.

Please ensure that you inform us of any errors by the end of February, to avoid any delay in receiving your certificate.

Kindly note the following procedures with respect to the ceremony:

REGISTRATION
You will be able to register from 11h00. All graduates and guests must be seated by 13h45. You will receive a graduation card with your certificate/diploma/degree details. This card also advises you of your allocated seat.

Graduates are seated in seat number order, from the front row of the hall. The card is then handed to the Master of Ceremonies, who will announce your name.

ACADEMIC DRESS
Academic dress for certificate graduates consists of a black gown.

Academic dress for diploma and degree graduates, consisting of a black gown and neckband is compulsory for the ceremony. The IMM Graduate School has appointed Cum Laude to supply graduates with the gowns and neckbands. Only degree and postgraduate graduates may wear caps.

Please order your gowns in advance and take note that you can collect them from 10h00 at The Rotunda, The Bay Hotel on the day of the graduation. Kindly complete the order form available from the website www.immgsm.ac.za, click on the Graduation Button, and forward it directly to Cum Laude to whom payment must be made. Only cash is accepted on the day, no card facilities are available.

PHOTOGRAPHS
The IMM Graduate School has appointed Prestige Photographic Services as the official photographer for the ceremony. Photographs will be taken before, during and after the ceremony. Please complete the order form available from the website www.immgsm.ac.za, click on the Graduation Button, and bring it with you to the ceremony. All students will be photographed and the photographs will be made available to order. The photography order form is available on the IMM Graduate School website.

NO PRIVATE PHOTOGRAPHERS WILL BE ALLOWED.

PARKING
- The parking area in the front of The Bay Hotel is reserved for In-house resident guests ONLY.
- The parking at the Rotunda Entrance is the Property of the Municipality of Cape Town. Parking will be on a first come first serve basis.
- Under cover parking is available in the Promenade Centre adjacent to The Bay Hotel – vehicles are charged per hour and it is for the individuals own account.

AWARDS IN ABSENTIA
Candidates who are unable to attend the ceremony may collect their certificate from the IMM Graduate School Regional Office in Cape Town from the Monday after the graduation ceremony. If you elect someone to collect your certificate on your behalf please ask them to bring a copy of their ID for our records and a letter confirming that they may collect the certificate.

Any certificates not collected from the regional office within one month of the graduation date, will be sent to National Office in Johannesburg for safekeeping.