



Graduation Guest Ticket Refund Request Form

- If your name does not appear on a pass list a refund will be made automatically. Please do not complete this form.
- If you no longer require your guest tickets due to exceptional circumstances and you return this form by the deadline below, a refund **may** be arranged. Please briefly outline the circumstances and indicate whether you will still be attending the ceremony or if you now wish to graduate *in absentia*.

PLEASE NOTE: Tickets purchased through the ticket hotline are non-refundable.

All refunds will be made in the manner in which payment has been received. Refunds made via cheque will be sent to the permanent (home) address previously provided after the ceremonies have finished unless otherwise stated below. This address will be used for refunds only.

| | | | |
|---|--------------------------|--|--|
| Ceremony Date: | | Ceremony Number: | |
| Student's Name: | | | |
| Student ID No: | | | |
| Number of tickets to be refunded: | | | |
| Exceptional Circumstances: | | Address (only if different from permanent address previously provided): | |
| | | | |
| I will attend the ceremony: | <input type="checkbox"/> | | |
| I will graduate <i>in absentia</i> | <input type="checkbox"/> | | |
| Signed: | Date: | | |
| <p>Please return this form by WEDNESDAY 30th November 2011 to: Graduation, Academic Services Division University of Nottingham E Floor Portland Building University Park Nottingham NG7 2RD</p> | | | |
| FOR OFFICE USE ONLY: | | | |
| Date received: | | Copy put in 'late changes' file: | |
| Not completing | | Recorded moved to archive: | |
| <i>In absentia</i> | | Record updated on database: | |