H.LAVITY STOUTT COMMUNITY COLLEGE

GRADUATION APPLICATION FORM

Registrar & Enrolment Management Office
P. O. Box 3097, Road Town, Tortola, British Virgin Islands
Tel: Tortola (284) 494 4994 Direct Lines: 1 (284) 852-7226, 7167, 7194
Tel: Virgin Gorda (284) 852-8054 and 8055

INSTRUCTIONS:
a) Complete form
b) Meet with advisor c) Pay at Fiscal Services Department d) Return form with appropriate Degree Audit to the Registrar's Office.

1. Please PRINT your name as it appears on your HLSCC student records; ***Please attach a copy of a current ID*** when submitting to the Registry and Enrolment Office. *(If you wish to modify your name, official documentation such as passport, marriage certificate, birth paper, etc. should be submitted along with form).*

Last Name																					
First Name																					
Middle Name																					

2. Contact information:

Mailing Address

_____

_____

_____

Physical Address

_____

_____

_____

Home Telephone Number: _____ Work Telephone Number : _____
Cellular Phone Number _____ E-Mail Address: _____

Graduation applications must be accompanied by an appropriate Degree Audit to be processed.

3. Degree(s)/Certificate(s) Applying for:

- ☐ Associate Degree (1) in _____ *Concentration* _____
- ☐ Associate Degree (2) in _____ *Concentration* _____
- ☐ Associate Degree (3) in _____ *Concentration* _____
- ☐ Certificate of Achievement in _____
- ☐ Certificate of Achievement in _____

4. I am applying for graduation in June _____

5. I will be attending the graduation ceremony. ☐ YES ☐ NO

6.

Student's Signature	***ID Number***	***Date***
_____	_____	_____

GRADUATION SERVICES & FEES

Degree/Certificate ☐ Number of Degrees ☐ Number of Certificates	☐ $50.00 *each +* ☐ $40.00 accessories	
Academic Regalia (**gown, cap, kente stoles and tassel**)	☐ $70.00	
Culinary Regalia (**chef coat, hat and kente stole**)	☐ $70.00	
Late Fee	☐ $50.00	
TOTAL DUE (*NOTE:* *All fees are non-refundable*)	$_____	Registry Officer Initials _____

FOR HLSCC OFFICE USE ONLY

Amount Paid $_____ Receipt # _____ Initials _____

11/2021