

# LIDLAW COLLEGE GRADUATION

Saturday 24 May 2025

Church Unlimited, Glendene, Auckland



## INFORMATION SHEET



### PRE-GRADUATION EVENING – FRIDAY 23 MAY

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**7–9pm Henderson Campus, 3 Smythe Road**

We would love you to join us for canapés and drinks at a pre-graduation get-together the night before Graduation. As well as catching up with your fellow graduates and Laidlaw staff, you will be able to collect your hood that evening, or you can collect it at the church the following day. On the evening, we'll give a demonstration on how to wear your regalia. Your spouse/partner is welcome. This is a free event. For catering purposes please RSVP to [events@laidlaw.ac.nz](mailto:events@laidlaw.ac.nz) and let us know how many are coming.

### GRADUATION CEREMONY DETAILS

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The ceremony will be on 24 May 2025 held at Church Unlimited, 3 Te Atatu Road, Glendene, Auckland. Graduands attending the ceremony should meet at Church Unlimited in their Academic regalia appropriate to their programme no later than 12noon on Saturday 24 May 2025. Doors will be open from 10am and photos and hoods will be available from the same time.

### GRADUATION DAY

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10am	Graduands arrive for gowning Portraiture in academic regalia is available
12:45pm	Assemble for Procession
1:15pm	Graduands line up
1:15pm	Guests are seated
1:30pm	Ceremony commences
3:30pm	Ceremony concludes
3:45pm	Afternoon Tea available
5pm	Official programme concludes

## CAR PARKING

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On Saturday 24 May, you are welcome to park in the main car park. Please do not leave valuables in your car. Please do not park in the car parks designated for the shops, and the Glendene Village area. Parking attendants will be available to guide you.

## CERTIFICATES AND ACADEMIC TRANSCRIPTS

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The document sleeve you receive at Graduation contains your Certificate and the official Academic Transcript. If you require additional copies of your Academic Transcript, a \$25 fee applies.

## DIGITAL CERTIFICATES AND ACADEMIC TRANSCRIPTS ON My eEquals

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My eEquals is a secure and trusted platform for digitally certified official credential documents and awards. Your Digital Award Certificates and Academic Transcripts will be available on My eEquals by 30 May 2025. An email will be sent to your personal email address that Laidlaw College has in its Student Management System, and this will include a link to your My eEquals account.

## ACADEMIC DRESS

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- You must wear academic dress to graduate.
- You can hire your regalia from [The Graduation Place](#) - see information below.
- This is a formal occasion, and suitable attire should be worn underneath your regalia, with appropriate footwear. Please bear in mind that you will be accessing the stage via steps during the ceremony.
- Laidlaw College will provide all ACADEMIC HOODS at the pre-graduation get-together on Friday 23 May or from 10am on Saturday 24 May at Church Unlimited.
- You can hold on to your Academic Hood for up to one week after Graduation. A bond of \$100 is required at the time of collection, which will be refunded in full when the hood is returned.

## WHAT TO HIRE

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**Diploma Graduands**

**Degree Graduands (incl GradCertTh, GradDipTh, GradDipEd, PGCertTh & PGDipTh)**

**Master's Degree Graduands**

Diploma Gown

Bachelor's Gown and Trencher (hat)

Master's Gown and Trencher (hat)

## GRADUATION PLACE

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A: 17 George Street, Parnell, Auckland 1023 E: [info@graduationplace.co.nz](mailto:info@graduationplace.co.nz)

For hire of Gown (Diploma/Degree/Masters) and Trencher/Hat (Degree/GradCertTh/GradDipTh/GradDipEd, PGCertTh, PGDipTh, Masters). Please note that Laidlaw College will provide all Academic Hoods for your Laidlaw award. If you choose to wear a hood for a previous qualification you can hire it from Graduation Place.

**You must wear academic dress in order to be presented with your award on stage during the ceremony.**

## ORDER ONLINE

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Please order directly through The Graduation Place website via this link:

<https://graduationplace.co.nz/hire-or-buy/?category=graduation-attire&university=laidlaw>

Please select the qualification you will be graduating with (diploma, bachelor's degree or master's degree). Once you have chosen the qualification type, the system will automatically select the correct regalia based on your protocols as listed below, with the following prices:

## PRICES

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Diploma Graduands	Diploma Gown	\$43.00
Degree Graduands (Incl GradCertTh, GradDipTh, GradDipEd, PGCertTh, PGDipTh)	Bachelor's Gown and Trencher (hat)	\$64.00
Master's Degree Graduands	Master's Gown and Trencher (hat)	\$64.00

## PAYMENT

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Payment options are:

Credit card - Visa/Mastercard (Online and office)

Online Bank Transfer (paid 2 business days in advance)

## OTHER COSTS

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When ordering regalia online, all graduands are given the option to donate \$5.00 to the Kate Edger Educational Charitable Trust.

Laidlaw graduands will not be required to pay a bond, **however, any regalia returned after Tuesday 27 May will incur late fees.**

**Optional - Hassle-free pickup and return service:** Shipping recommended to avoid queues and parking issues. Your regalia will arrive 1-3 weeks prior to your ceremony. Cut off to order courier delivery is 5 business days prior to your graduation.

When ordering, graduands can choose for regalia to be delivered and returned by courier at a cost. Check Graduation Place website here: <https://graduationplace.co.nz/hire-or-buy/?category=graduation-attire&university=laidlaw>

## PICK UP/RETURN

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ALL PICKUPS and DROP OFFS will be from the premises: 17 George Street, Parnell, Auckland 1023

Height can be indicated on the website; however, personalised fitting is available when you collect your order. Print out your order confirmation and take it with you when you collect your outfit during the week before the ceremony so that they can process your order quickly. Note the following pickup and return times:

**Pick Up - see below and your order confirmation email for dates and times for your ceremony.**

### **Pickup Times**

Thursday 22 May	9am – 5pm
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Friday 23 May	9am – 5pm
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**\* Academic Dress Hire is not open on Saturday 24 May.**

### **Return Times - In person within 2 business days of your ceremony**

Monday 26 May	9am – 6pm
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Tuesday 27 May	9am – 6pm
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**By courier** - If you have a prepaid return ticket, drop it off at your nearest NZ Post shop or use the link to book a pickup with NZ Post <https://www.nzpost.co.nz/tools/bookapickup/address>

## OFFICIAL PHOTOS

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Various photographs can be taken of you during the day, including the moment of Graduation just after you are presented with your award.

### **PRE-CEREMONY PORTRAITS:**

Take advantage of the professional photography services available on the day of your graduation (from 10:00am to 12:30pm) and sit for a portrait of yourself in your academic regalia. Couples, family, and group shots are welcome. The photography studio will be positioned inside the Church auditorium.

Portraits cost \$10 per pose and include a digital image for social media. Prints can also be purchased as desired. We encourage you to pre-order and pay for your portraits before graduation day. This can be done online at:

[dispersion.co.nz/laidlaw2025](https://dispersion.co.nz/laidlaw2025)

Please note that payment may also be made by cash or online on the day, but EFTPOS is not available at the venue.

Please arrive as early as possible on the day if you hope to have professional photos taken.

### **AWARD:**

During the ceremony our photographer will take a photo of you with your newly conferred award. This first photo of you as a graduate, holding your qualification, will be available for purchase from:

<https://dispersion.co.nz/landing/laidlaw2025/>

## MEDIA

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Please note that photography will take place on the day of graduation (not just during the ceremony) and some of this may be used for promotional purposes.

All mobile communication devices must be silent or turned off during the ceremony. Guests are permitted to take photographs during the ceremony, provided they are considerate of other guests. We ask that guests not leave their seats to take photographs. A professional videographer will be recording the ceremony. This video will be available to all after the ceremony on the Laidlaw College website. We request that guests do not video the ceremony.

## TICKETS AND GUESTS

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Your family and friends are welcome to join you for the day including photos, the procession, the ceremony, and the afternoon tea. Tickets will not be required and invitations to forward to your guests are included.

## LUNCH ARRANGEMENTS

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Cafés and eateries are available in Glendene Village on Saturday 24 May.

May. Please ensure you have eaten by 12:30pm.

