

ATS
PO Box 545
Camilla, GA 31730

finance@andersonvilleseminary.com

[FAX: 229-336-7000](tel:229-336-7000)

**ATS – Please fill out and
return the ENTIRE packet if
you are planning on attending
onsite graduation**

**Check in times:
(You must check in at
your correct time – no
checking in early)**

If you are graduating with:

- **DMin BE or DMin PL
check in at 9:30**
- **DMin BC or DMin CC
check in at 10:00**
- **ThD PT check in at 10:30**
- **All Master's degrees check in
at 11:00**
- **Associate/Bachelor degree
graduates check in at 11:30**
- **Every graduate return for a
GROUP picture at 12:30**

**Next Graduation is Friday,
May 26, 2023**

Student's Name

Number of Guests attending

Name as you want it to appear in onsite graduation program:

**Email address to where you want Live Stream of
Graduation sent to \$25.00 per email address:**

Intent to Attend/Cost to Attend

Graduation Form

Friday – May 26, 2023

(2 PM EST)

(ONLY FILL OUT IF YOU ARE PLANNING TO ATTEND)

After **January 1, 2023**, students may sign up by filling out the form below and returning it in one of the following manners:

- Fax to 229-336-7000
- Email to finance@andersonvilleseminary.com
- Mail to ATS; PO Box 545; Camilla, GA 31730

If you have already filled out this form, you do not need to fill out another one.

In order to make plans for graduation, the seminary needs the following information.

Name as you want it to appear on program: _____

Address: _____

Phone Number: _____ Email (required) _____

Fees associated with graduation:

- Degree/administration fee = \$200
- Cost to attend graduation = \$250
- **Total cost \$450**
 - **does NOT include cap and gown** – that is a separate fee
 - **does NOT include a minimum of \$ 20 dollar picture packet** that is required to be purchased, but **paid for through picture link** not to ATS
 - Graduation will be LIVE Streamed – cost for student to receive live stream link is an additional \$25.00 PER COMPUTER

Check all that apply:

_____ I plan to attend graduation and have enclosed my fees.

_____ I plan to attend graduation and will pay my fees by **April 15th!**

(You only need to turn this form back into ATS if you are planning on attending the **May 26, 2023** graduation!) If you are not planning to attend, please do NOT fill out this form.

If you wish to pay the attendance fee and/or degree administration fee by credit card, please call the office at 1-800-525-1611 or fill out the information below:

Type of Card _____ Card number _____

Expiration Date _____

I am paying for the following: (check on next page)

Code on back of card _____

_____ Grad attendance fee of \$250
(Due by April 15, 2022)

Phone number: _____

Amount: _____

_____ Degree/administration fee of \$200

_____ \$25.00 per computer that you wish to have email link sent to for live streaming of graduation

_____ **Be sure to email finance@andersonvilleseminary.com to be sure ATS has all transcripts on file for you. You must have all transcripts on file before you can walk across stage for graduation.**

Please see next page

Graduation Checklist

Student's Name as you want it to appear in program: (Please print or type neatly)

Student's email address: _____

Student's phone number: _____

(DO NOT FILL THIS OUT UNLESS YOU ARE ATTENDING THE ONSITE GRADUATION – NEXT GRADUATION IS FRIDAY - MAY 26, 2023)

ATS requires students to complete this checklist in order to answer common graduation questions. After completing, you may email any additional questions to finance@andersonvilleseminary.com

Please sign at the END of the last statement that you have read and understand each statement and return to ATS.

1. No student is allowed in the graduation auditorium before 9:30 AM EST for any reason. Staff will be setting up from 8:00 AM to 9:30 AM. Absolutely no students may enter in before 9:30 AM EST!
2. I have read the following packets:
 - Intent to attend graduation/Cost to attend graduation information
 - Graduation checklist
 - Number of guests attending
 - Signed statement
 - Instructions regarding check in at graduation and other general information
 - Hotels, airports, and restaurants
 - Sample graduation program (will give you an idea of order for service)
 - Live Stream Order Form (\$25.00 per each computer email address you want link sent to)
 - Graduation regalia order form
 - Graduation picture price packet
 - Graduation invitation order form and sample of graduation invitation
 - Medallion/Honor Cord/GPA and Honor Statuses Information and Order Form
 - Pictures of available medallions
 - Graduation Accessories/Honor Cord Order Form
 - Frame Order Form
 - Transcript Request Form
 - Degree Order Form /Plan Your Budget Now to attend the 2023 graduation.
3. The auditorium is located at 200 North Jackson Street in Albany, GA.
4. I have turned in this ENTIRE packet.
5. I realize that I need to sign in at graduation at my listed time!!!
6. I understand that the degree fee is different than the onsite fee. These are two separate fees. If a husband and wife are walking in the onsite graduation, only one \$250 attendance fee is required. Both students must pay the degree fee but only one attendance fee is required.

7. I understand I can invite as many guests as I want. Guests do not need invitations to come. Invitations are for sale, but not required. Most graduates purchase invitations but you are NOT required to.
8. I understand that if I order a cap and gown from Brooks Davis at ATS, it will be mailed to me before graduation unless I live out of country. No cap and gown units will be picked up at graduation!! If you already have a cap and gown, please bring it with you. If you buy a cap and gown from somewhere else or have one that you have used in previous graduations, that is fine. Be aware that it may look a little different from other students. Information about caps and gowns is located in the regalia packet under the FORMS tab located under ONSITE GRADUATION. The packet tells the prices and other related information. Brooks Davis can be reached by calling 1-800-525-1611 or by emailing advisor@andersonvilleseminary.com. **Call or email Brooks Davis and he will EMAIL you an invoice link to pay for the cap and gown.**
9. Please keep in mind that caps, gowns, hoods, honor cords or medallions will not be sold at the onsite graduation. These items must be purchased by the deadline and will be mailed to you in advance.
10. Don't forget if you want a link to the live stream graduation it is \$25.00 per computer that we have to send the link to.
11. Once you fill out intent-to-attend form, you will start receiving several emails about graduation. If you do not receive follow up emails in a timely manner, let Julie Brown at finance@andersonvilleseminary.com know so she can double check to make sure that your name was added to the list of students attending onsite graduation!
12. I realize that I am NOT required to purchase any music CDS, pictures, honor cords, medallions or frames. You are only required to pay your grad fee and onsite fee in order to attend. You are also required to purchase the minimum \$20 picture packet. You are also required to turn in needed forms and documentation.
13. I realize that after I check in and have pictures made, I am dismissed until 12:30 PM EST.
At 12:30 all graduates will take a GROUP picture
At 12:45 all graduates will report to the balcony.
14. Singers start singing at 1 o'clock; therefore, you need your guests to get there by 12:30 PM. to ensure they get a good seat.
15. I understand that I will not receive my degree on stage at graduation. I will receive a certificate of participation.
16. There are plenty of restrooms for you to change into your cap and gown once you check in at your appropriate time AM EST.
17. During the ceremony, please ask your guests to remain seated for the ENTIRE program.
18. All needed transcripts of previous degrees earned must be on file before you can march across the stage. Check with finance@andersonvilleseminary.com if you are unsure if ATS has all needed transcripts for you.
19. I realize that all tuition, grad fees, onsite fees, work, and all needed transcripts are due by April 15th!!
20. You are allowed to wear anything you desire under your cap and gown!

21. **Picture money is due through the link ATS send you BEFORE on the day of graduation only! Do not mail picture order form or DVD order form to ATS. The necessary forms will be available for you to fill out at the onsite graduation. Pictures should be paid for before graduation at the link ATS will provide. **Once you pay for the pictures, please forward a copy of the receipt to finance@andersonvilleseminary.com.****

22. **If you have any questions about onsite graduation, please email Julie Brown at finance@andersonvilleseminary.com**

23. **About one to two weeks before graduation, the actual program will be emailed to each participant to check. Please let ATS know that your name is correct on the program. It is up to you to let us know if there is any error! Email any needed changes to finance@andersonvilleseminary.com**

I have read the above statements and understand each statement! By signing this form, you acknowledge you understand the statements!

Student's printed name: _____

Student's signed name: _____

Student's phone number: _____

Please turn in this form by

Email: finance@andersonvilleseminary.com

Fax: 1-229-336-7000

Mail: ATS; PO Box 545; Camilla, GA 31730

Please see next page!!!

ONSITE GRADUATION

NUMBER OF GUESTS ATTENDING FORM

Friday - May 26, 2023 GRADUATION

Student's name as you want it to appear in program: _____

Email address: _____

Phone number: _____

Approximate number of guests graduate is bringing to graduation:

Adults _____ Children _____

You are allowed to bring as many guests as you would like. Guests do NOT need invitations to attend the ceremony. Graduates may purchase invitations (not required). Most graduates purchase invitations but you are NOT required to. Totally up to you.

Please turn in this form by

Email: finance@andersonvilleseminary.com

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Please see next page

Friday - May 6, 2023

Affirmation statement concerning

- Check in time
- Transcripts

Please sign below the following statement. Signing this statement will acknowledge agreement to abide by ATS requests.

Statement #1: No student is allowed in graduation auditorium before your assigned check in time for any reason on the day of graduation. Staff will be setting up from 8:00 to 10:30 EST and no student can come in before their assigned check in for any reason!

Statement #2: I have emailed Julie Brown at finance@andersonvilleseminary.com to make sure I have all transcripts on file and that she has the ENTIRE packet forms needed to attend. I realize that I can't march in the graduation until I have all needed transcripts on file.

Student's signature: _____

Student's printed name: _____

Student's name as it is to appear on program:

Student's email address: _____

Student's phone number: _____

Please turn in this form by

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