

Intent to Attend Onsite Graduation Form for JUNE 28, 2024

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 = \$300 (this includes live stream by email and one copy of the DVD of onsite graduation) Additional copies of DVD are \$25 each.**
- **Please provide on last page the email address or addresses where you want the live stream sent to by email. You can provide multiple email addresses.**
- **Please provide the mailing address where you want the DVD mailed after the onsite graduation is over.**
- **TOTAL COST \$500 due by May 15, 2024**
 - ***does NOT include cap and gown*** – that is a separate fee that is paid to Brooks Davis through a PayPal link that he will send
 - **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
 - **does NOT include frame for degree (optional) not required**

Name: _____

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 **May 15th**!

(You only need to turn this form back to ATS if you are planning on attending the June 28, 2024 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 and ask for Julie Brown or fill out the information below:

Type of Card _____ Card number _____

Expiration Date _____

Code on back of card _____

Phone number: _____

Amount: _____

I am paying for the following:

_____ Grad attendance fee of \$300
(Due by May 15, 2024)

_____ Degree/administration fee of \$200
(Due when degree is ordered)

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

Check-in times for ATS graduation:

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

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 emailed Julie Brown at finance@andersonvilleseminary.com and asked her my assigned check in time. I realize that I need to sign in at graduation at my listed time!
3. The auditorium is located at 200 North Jackson Street in Albany, GA.
4. I have turned in this ENTIRE packet. Frames with the school seal are for sale (Optional not required). Email Julie Brown at finance@andersonvilleseminary.com if you need a frame invoice sent to you.
5. ATS usually has around 100 graduates and 500 plus guests to watch the graduates.
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 \$300 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 would like to invite. Guests do not need invitations to come. Invitations are for sale, but not required. Most graduates purchase invitations, but these are NOT required. For information on invitations, email shipping@andersonvilleseminary.com
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 at www.andersonvilleseminary.com. 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. **NO airhorns, confetti, or balloons allowed at graduation!!!!!!!!!!!!**
11. Once you fill out the 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, 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 and 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.
For individual pictures and pictures with Dr. Hayes, please email Julie Brown at finance@andersonvilleseminary.com and find out your assigned time.
14. Singers start singing at 1 o'clock; therefore, you may want 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. Degrees are mailed directly to the graduate.
16. Once you check in, there are plenty of restrooms for you to change into your cap and gown.
17. During the ceremony, please ask your guests to remain seated for the ENTIRE program.
18. All money is due by May 15, 2024 to participate in onsite graduation.
19. I realize that all tuition, grad fees, onsite fees, work, and all needed transcripts are due by May 15th!!
20. You are allowed to wear any appropriate attire under your cap and gown!
21. Picture money is due through the link that ATS will send you prior graduation.
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 graduate 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

Friday – June 28, 2024

Reminders

No elevators!!!!

Also, don't forget to email Julie Brown at finance@andersonvilleseminary.com the number of guests you plan to bring.

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 9:30 EST.

Statement #2: I have emailed Julie Brown at finance@andersonvilleseminary.com to make sure I have all required transcripts on file and that she has the ENTIRE forms packet needed to attend.

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Please see next page

Please fill this form out entirely if you are planning on attending the Andersonville Seminary Onsite Graduation for **June 28, 2024**

Name as you want it to appear in program:

Names as you want it to appear on degree:

Email address where we can email livestream link to:

Physical Address where we can send DVD of the onsite graduation after it is over by mail:

Phone Number: BEST number ATS can contact you at:

Degree Earned: _____

State or Country you are representing in Graduation: _____

Number of guests you are bringing: _____