



University of London International Academy Graduation 2025 Ceremony Terms and Conditions

In these Terms and Conditions, a Graduate refers to a Graduate who has met all the eligibility criteria for graduation and has been invited to attend a University of London Graduation Ceremony. Please note that attending a Graduation Ceremony is not a requirement for the award of the Graduate's degree.

It is the responsibility of the Graduate to read and understand the Terms and Conditions below and to contact universityevents@london.ac.uk if they have any queries.

By making an online booking to attend the 2025 University of London Graduation Ceremonies the Graduate agrees to the following:

Ticket Bookings

1. Tickets for the Graduation Ceremonies will only be issued to Graduates which the University of London has deemed eligible to graduate.
2. Graduates are required to pay for all pre-booked tickets that incur a cost, **at least four weeks** in advance of the Graduation Ceremony.
3. The Graduate alone will be sent all tickets to the email address linked to the booking. It is the Graduate's responsibility to inform the graduation team if they change their email address.
4. Graduates must arrive at the Barbican in sufficient time to register, change into academic dress, have professional photographs taken if required, and be seated before the start of the Graduation Ceremony.
5. All tickets purchased are non-transferable to another Graduation Ceremony or another individual.

Programme Fee Debts

Graduates should ensure that any outstanding Programme Fees owed to the University of London are settled prior to the Graduation Ceremony day, as a Graduate owing such fees is not permitted to attend the Graduation Ceremony.

Academic Dress

1. Academic dress is mandatory at University of London Graduation Ceremonies. This can be booked through our official supplier when booking tickets. A Graduate not wearing University of London academic dress will not be presented at the Graduation Ceremony.
2. Graduates agree to wear University of London academic dress and smart national dress or other formal clothing under their gown. Graduates acknowledge that this excludes jeans and trainers.
3. Graduates wishing to attend a Graduation Ceremony should hire their **academic dress no later than 28 days before the Graduation Ceremony** from the University of London's official supplier.

Filming and Photography

The Graduate acknowledges that the Graduation Ceremony will be webcast live by the University of London and that formal and/or informal University of London photographs will be taken. The Graduate grants permission for the University of London to webcast from, and use such footage and photographs from the Graduation Ceremony in publications in the future, unless the Graduate informs the University of London otherwise at the time of online booking by writing to universityevents@london.ac.uk

Accessible Seating

The Graduate agrees to inform the University of London in writing of any accessible seating requirements for guests and Graduates at the time of online booking to allow for appropriate seating allocation.

Graduates understands that The University of London or Barbican Center will not be able to provide any wheelchairs or mobility aids, and therefore if provisions are required, graduates make any necessary arrangements prior to the event.

Right to Refuse Admission

1. The University of London reserves the right to refuse admission to the Graduation Ceremony.
2. The University of London reserves the right to ask any person to leave if they are being disruptive to the Graduation Ceremony or fellow guests.

External Suppliers

The University of London does not accept responsibility for bookings, and cannot make any refunds in relation to bookings, made with external suppliers, including for photography or for gown hire.

Attendance Arrangements

The University of London is not responsible for any travel or accommodation costs in connection with the Graduation Ceremony. Graduates and guests are strongly recommended to have adequate insurance cover for the duration of their stay in Great Britain.

If the Graduation Ceremony is altered, delayed or cancelled due to circumstances beyond the University of London's reasonable control, the University of London shall not be responsible for any losses incurred by Graduates or their guests.

Cancellations

1. For gowning and photography refunds, you must contact Marstons Robing directly – details can be found on your registration confirmation email
2. For ticket refunds - Requests for the refund of any ticket(s) must be made in writing to the University of London, **no later than Thursday 24 April 2025**. Where an application for a refund is made after Thursday 24 April 2025, any such refund will be reviewed by the University of London's and if approved, processed at the University's sole discretion. Supporting evidence will be required where applicable.
3. All applications for ticket refunds must be made in writing to universityevents@london.ac.uk

If you book for the Alumni Celebration Evening, and do not tell us in advance that you are unable to attend, the University will convert your registration payment to a donation towards the University's Student Support fund. If you have any questions, please contact the Development Office at alumni@london.ac.uk.

These Terms and Conditions and any matters arising from them are governed by English law, and the Graduate and the University of London agree to submit to the exclusive jurisdiction of the English courts to settle any dispute or claim arising out of them.

Failure to comply with any of the above Terms and Conditions may result in the Graduate losing their place at the Graduation Ceremony.

Graduates will be asked to accept the Terms and Conditions in order to purchase tickets by way of an online booking.