



St Hugh's College, Oxford Graduation In Absence Booking Form

Graduation In Absence

Graduands who do not wish to attend a ceremony may graduate *in absentia* by completing this booking form. Your name will be added to the next ceremony at which St Hugh's is presenting and your degree certificate will be sent to you by post shortly after the ceremony. Please note that once your name had been put through a graduation ceremony in your absence, you will not subsequently be able to graduate for the same degree in person.

Personal Details

First name(s):

Surname:

Former name (if applicable):

Date of birth:

Contact Details

Permanent Address:

Postcode:

Telephone Number:

Non-Oxford Email Address:

Degree Details

Matriculation year:

Degree Type and Subject
(e.g. BA History):

Payment

Please note that there is a £25 administration fee for the Oxford Master of Arts, which needs to be paid in full prior to the ceremony. You can make payment in either of the following ways:

- **Credit or debit card**

You can pay in person at the Finance Office or you can telephone 01865 274916.

- **Cheque**

You can post a cheque to the Finance Office, St Hugh's College, St Margaret's Road, Oxford, OX2 6LE; please make cheques payable to 'St Hugh's College'.

If you have any questions about making payment, please contact finance.office@st-hughs.ox.ac.uk.

Please return this form to:

College Office, St Hugh's College, St Margaret's Road, Oxford, OX2 6LE
Tel: 01865 274918 | Fax: 01865 274950 | Email: college.office@st-hughs.ox.ac.uk

1998 Data Protection Act. All data are securely held in the Development Office and will be treated confidentially and with sensitivity for the benefit of St Hugh's College and its members. The data are available to the University and their international offices, faculties, academic and administrative departments, recognised alumni societies, and to agents contracted by the College or University for alumni-related projects. Data are used for a full range of alumni activities, including distribution of College publications, the promotion of benefits and services to alumni, notification of alumni events and for programmes involving academic and administrative departments. Data may also be used in fundraising programmes, which could include an element of direct marketing. The data will not be sold to third parties, or provided to direct marketing companies or other such organisations without your permission. If you would prefer for your contact details not to be used for these purposes, please tick this box : ☐