



**Northumbria
University**
NEWCASTLE

Newcastle • London • Amsterdam

Terms and Conditions for Congregation Tickets

General

Under no circumstances will entry to venue be permitted without a valid ticket.

Graduates have been given a maximum allocation of one graduate and five guest tickets each. The Graduate ticket and two guest tickets are free of charge. Additional guests tickets can be purchased for €20 each. All tickets include entry to the ceremony, a souvenir booklet and light refreshments.

No order will be confirmed until we have received full payment for the cost of gown hire and tickets. We reserve the right to cancel any bookings until this point.

Extra tickets can be purchased by students only (for distribution to their nominated family and friends) and not by third parties.

It is the responsibility of the Graduate to inform us of any change of address, contact number or email address.

If a Graduate orders more tickets than the maximum allowed, we reserve the right to cancel the order.

Tickets which are resold or transferred for profit will become voidable and the holder may be refused entry.

Cancellation and Refunds

Once purchased, tickets cannot be transferred, exchanged, refunded or returned unless the event is cancelled. We advise Graduates that no refunds will be offered to customers who are refused entry or ejected from a venue on account of late arrival, declining to be searched, abusive, threatening, drunken or other anti-social behavior (including smoking in no smoking areas) or carrying offensive weapons or illegal substances.

Lost or Stolen Tickets

No duplicate tickets will be issued to replace lost or stolen tickets.

Ticket Collection

Tickets will be collected on the day of the ceremony by the named student upon proof of identity. Tickets will not be given to a third party under any circumstances. It is the Graduate's responsibility to arrive in good time to register and robe before the ceremony and to meet guests to handover tickets before the graduate rehearsal.

Data Protection

Graduates, guests and staff attending congregations (graduation ceremonies) should be aware that they are regarded as public events. The names and awards of graduates (including those graduating in absentia) are published in the Congregation booklets which are distributed on the day to all in attendance. In accordance with the General Data Protection Regulation (GDPR) graduates must 'opt in' to give their consent for their names and awards to be listed in the booklet. If anyone graduating in person, or in absentia objects to these publications of their personal data (name and award) they should choose not to 'opt in' during the booking task and their name will not be published. Please note that should you 'opt in', you can change your permission up to 15 November, but no changes can be made after this date. The University will not be responsible for congregation booklets once they have been distributed to guests.

A University photographer will be present at the event and, by attending, you give us permission to use any general crowd shots you appear in for University-printed publications and our website. We will not use individual or small group shots of you in printed publications without asking for your consent first. By attending the event, graduates and guests consent to be party to these practices.

Contact us

We look forward to seeing you at the congregation.

If you have any queries, please contact the Examinations and Awards Team on

rg.congregations@northumbria.ac.uk

or visit our website for further information northumbria.ac.uk/congregations