



<b>Internal Use Only</b>	
Date Entered:	_____
CS Initials:	_____ BO Initials: _____
School of Study:	_____
School Code:	_____

# Maryland Ceremony Fee Form

**Graduate Name:** (how name will be listed in program):

Last \_\_\_\_\_ First \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
*(need to send grad video clip)*

You must complete the following **3 steps** to attend the Maryland Graduation:

- STEP 1:** Register by completing the Maryland Graduation Participation survey. Registration link was provided in email from Shannon Cianelli. Deadline is April 28, 2017 *(surveys will not be accepted after deadline)*
- STEP 2:** Complete this form to pay the \$100 graduation fee and email or mail back to Shannon Cianelli. Fee can also be paid via phone by calling Shannon at the number listed below. Payment is due by April 28, 2017, or until the ceremony reaches capacity.
- STEP 3:** Order Cap/Gown/Tassel with Jostens by April 28, 2017. Link to order regalia can be found in email from Shannon Cianelli.

**Payment Options: (NO CHECKS)**

- 1. Cash** - Paid directly at Kaplan University, Hagerstown campus
- 2. Money Order** - Payable to Kaplan University
- 3. Credit Card** - Signature required if mailed/emailed in or verbal agreement via phone

**Maryland Ceremony Fee of \$100 Covers:**

- One digital upload of the graduate with KU-MD President receiving diploma on stage
- Access to recorded full ceremony and summary highlight videos
- Graduation tickets
- Diploma Cover
- Graduation program
- Honor Cords for those that qualify
- Military Coin for those that are active duty or veterans
- Facility and event costs
- Access to Facebook live stream of both ceremonies

Street: _____		
City: _____	State: _____	Zip: _____

**Credit Card Type: (circle)**

Visa     
  Mastercard     
  Discover

Name as it appears on the Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

16 Digit Card #: \_\_\_\_\_

Signature: \_\_\_\_\_

Email, call, or mail in form to place  
 your order. Thank you!  
 Payment due no later than  
**Friday, April 28, 2017**



**Return to:** Kaplan University  
 18618 Crestwood Drive  
 Hagerstown, MD 21742  
 Attn: Shannon Cianelli  
 301-766-3708  
 marylandgraduation@kaplan.edu