



<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 October 27, 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 October 27, 2017, or until the ceremony reaches capacity.

**STEP 3:** Order Cap/Gown/Tassel with Jostens by October 27, 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, October 27, 2017**



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