



Burlington County Institute of Technology
Westampton Campus: (609) 267-4226

**Discover
Your
Potential**

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April 18, 2019

Dear Parents/Guardians of the Class of 2019:

The school year is almost coming to a close and preparations for the Class of 2019 graduation ceremony has begun. Our ceremony will take place the evening of **June 20, 2019**. We have highlighted some important items of what to expect for our graduation ceremony. We strive to make this evening enjoyable and the most memorable for our students and their families. In an effort to contribute to a sustainable environment and upgrade the appearance of our graduation, your child will be given a graduation cap and gown that BCIT rented in lieu of purchasing, at no cost to the students/families. These caps and gowns are customized specifically for the Westampton Campus, and graduates will be able to retain the keepsake tassel. Please note, graduates may not wear any other regalia such as customized or personalized caps/gowns, only what they are provided by BCIT. At the end of the ceremony, all BCIT issued caps and gowns ***must*** be returned prior to departing. Graduates will receive their official diploma, career major certificate and other important documents at the time of cap/gown return.

Admission / Tickets:

Prior to student dismissal on Thursday, June 20th, each graduate will be receiving an envelope with admission tickets for the ceremony. In observance of our buildings fire safety and occupancy codes, families will be receiving a total of **4 tickets**. In the ticket envelope, you will receive **2** color-coded tickets for admission into the auditorium where the live ceremony will take place and **2** color-coded tickets into the gymnasium where guests can view the ceremony on our large projection screen. Additional ticket requests can be made via email only for **1 extra ticket** for each viewing location beginning on **April 29th**. All requests will be done on a first come, first serve basis and we cannot guarantee every request can be fulfilled, however we will do our best to accommodate. Please email your request to **EFenton@burlcoschools.org**, the deadline is **May 31st**.

To ensure that our graduation ceremony is a safe and pleasant experience for all, we kindly ask that you observe and acknowledge the following:

- **All guests** require a ticket for admission, including all children and infants.
- **All** entrance doors will be marked and will open at **4:00 pm**.
- Guest admission will briefly stop promptly at **4:50 pm** in order to begin our procession.
- **NO** flowers, balloons, gifts of any kind, signs / posters, noise makers of any kind, food, drinks or photography will be permitted in any of the viewing areas.



Photography:

Please make arrangements to have any video and/or photographs taken with your child *prior* to the return of their cap and gown. There will be professional photographers at the ceremony capturing a photo of each graduate as they receive their diploma, and all professional photos can be ordered directly through Lifetouch (*flyers have been sent home*).

Important Graduate & Parent/Guardian Information

Graduates must arrive and report to their assigned areas **no later than 4:00 pm.**

All graduates must adhere to the following:

- **Males:** Dress shirts, tie / bowtie, dress pants, dress shoes
- **Females:** Dresses, skirts or slacks, dress shoes

Graduates will be placed on risers and we strongly recommend wearing shoes that will make walking up steps safe and easy. High heels are not recommended

The following attire is *NOT* permitted:

- Denim shorts, jeans, leggings / activewear, sweat pants / jogging pants
- Hooded shirts of any kind, sweatshirts, graphic t-shirts / tank tops or shirts with cut off sleeves
- Sneakers, slippers / slides, work boot style footwear or flip flops

Graduation practice:

All seniors must clear any and all obligations as soon as possible, or they will not be eligible for graduation practice beginning on June 18th.

Please note that we **do not accept cash or personal checks** as forms of payment. We do offer the following convenient options:

- Online payments via www.MySchoolBucks.com
- Money orders

Thank you for your cooperation and we look forward to seeing you on June 20th!