



# VANUATU INSTITUTE OF TECHNOLOGY

PMB 9015, Port Vila, Vanuatu

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## Learner Graduation Application Form

### Part A: Learner Details

(To be completed by the applicant)

Surname		First Name	
Other Names		Date of Birth	National ID #
Postal Address			
Email		Phone Number	
Program Name			
Semester		Year	

**Learner Declaration:** By signing this form you are declaring that to the best of your knowledge you have fulfilled all Course completion requirements and have no outstanding Course Fees at VIT

I will be attending the VIT Graduation Ceremony on 25/11/2022

YES

NO

Learner Signature		Date	
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**Applicant to submit this form to the VIT Administration Office before the 25th of October 2022**

### Part B: Course Administration Check

(To be completed by the Training Manager)

Has the learner fulfilled all course completion requirements?

*If no, Training Manager to advise learner of further requirements*

YES

NO

Has learner record in the VQA PSET MIS been checked and finalized?

YES

NO

Training Manager's Name & Signature		Date	
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*Training Manager to submit this form to the Accounts Office when all requirements are met.*

### Part C: For Office Use Only

(To be completed by the Accounts and Administration Office)

Course fees have been paid in full

Yes

No

Date:

<b>Verifying Officer Name and Signature:</b>			
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Has the learner been cleared and registered for graduation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Date:
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<b>Deputy Principal Academic Services</b> <i>Jack Takalo Graham</i>	<b>Acting Principal</b> <i>Wade Evans</i>
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Signature:	Date:	Signature:	Date:
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