
I WILL I WILL NOT ATTEND THE COMMENCEMENT EXERCISES IN SPRING

If planning to attend, please provide the following cap and gown information

SEX: MALE FEMALE HEIGHT: ft in WEIGHT lbs. CAP SIZE: **Use a tape measure to measure the circumference of your head. Convert to cap size using this chart. **Please circle one:** 20 1/2" = 6 1/2 21 3/4" = 6 7/8 23" = 7 1/4 24 1/4" = 7 5/8 21" = 6 5/8 22 1/4" = 7 23 1/4" = 7 3/8 24 1/2" = 7 3/4 21 1/4" = 6 3/4 22 3/4" = 7 1/8 23 3/4" = 7 1/2

THE GRADUATION FEE

All Applications for Graduation must be accompanied by payment of a one time, non-refundable \$75.00 Graduation Fee or your account will be charged and you will have to pay by credit card on TESS. Applications submitted in person or mailed must include the application fee. The Graduation Fee may be paid by cash, check, money order, or by the use of a credit card via TESS (credit card payments are not accepted at the cashiers window). You must file a new application if you previously filed, but did not graduate, however, you are not required to pay another graduation fee. Your previous payment will be verified. If verification cannot be made, you will be contacted. Applications submitted after the deadline will be charged an additional \$25.00 non-refundable late fee.

GRADUATION FEE PAYMENT INSTRUCTIONS:

The application must be submitted to Student Financial Services (Cashiers Office). You may submit and pay the fee (cash, check or money order) in person, or send a check or money order (no cash) with your application though the mail. If you choose to fax your application, your account will be charged the one time application fee and late fee (if applicable). You may also pay on TESS by credit card, once your account has been billed.

In-person:

This application with fee(cash, check or money order) should be taken to:

The Cashier 's Office
Green Hall, Room 119
Hours: 8:45 a.m. to 4:00 p.m., Mon. – Fri.

Mail payment:

Mail application with payments to: The College of New Jersey
The Cashier's Office
Green Hall, Room 119
PO Box 7718
Ewing NJ 08628-0718

Fax application (credit card payment only): 609-637-5111

If you are mailing or faxing this application, please complete the following appropriate area: (Check only one)

- If you are reapplying please indicate date original application payment was made _____
- Enclosed please find my check, money order for \$75.00 in payment of the Graduation Fee (mail, or in person only)
- Enclosed please find my check, money order for \$100.00 in payment of the Graduation Fee and late fee payment. Select this option if submitted after the application deadline. (mail or in person only)
- I wish to fax my application and pay the \$75.00 graduation fee (before application deadline) by credit card. (Your account will be billed, and may be paid by credit card on TESS)
- I wish to pay the \$100.00 graduation and late fee by credit card. (Your account will be billed and may be paid by credit card on TESS) Select this option only if application is submitted by fax after the application deadline.

NOTE: Please do not send cash. Cash payments must be made in person only