

## Terms and Conditions

**Admission to and conduct at the University of Bolton Degree Congregation is governed by these terms and conditions. By using the online payment facility to purchase tickets you accept the following terms and conditions.**

- This is your guest(s) e-ticket for the University of Bolton Degree Congregation. **Please print off this e-ticket for your guest(s) to bring with them to Bolton Town Hall ensuring the bar code appears above. Your guest(s) will not be allowed into the ceremony without this e-ticket.**
- Your guest ticket(s) are not transferrable to another ceremony.
- Your graduand ticket for which you have completed registration will be available for collection
- We do not send graduand tickets by post or by any other method. We will send you an email containing information about how to collect your tickets and other important details about your degree congregation at least seven (7) days prior to your congregation.
- Your graduands ticket is not transferrable to another ceremony or to another student.
- Any e-ticket you purchase from us remains the property of the University of Bolton at all times.
- The University reserves the right to withdraw permission and refuse you or your guest(s) admission to a ceremony. If this occurs, you will be refunded the price of any guest e-ticket which has been withdrawn or for which access was refused. The University will issue all refunds once all ceremonies have taken place.
- The University reserves the right to ask any person to leave the ceremony and/or ceremony venue if the University considers they are causing a disruption to the ceremony or other guests. A refund of the ticket price will not be issued in this circumstance.
- Guests with young children or babies should be confident that the young children or babies within their party will not cause disruption to other guests. Guests with young children or babies that become unsettled may be asked to step out of the venue until further notice.
- Doors to the Albert Halls at Bolton Town Hall will open 1 hour before the start of the event.
- All graduands and their guests must arrive at the Albert Halls no later than 30 minutes before the start of your ceremony. Note: the walk from the University to the Albert Halls is approximately 25 minutes.
- Any graduands or guests arriving later than 30 minutes before the start of the ceremony will not be permitted to take part in that ceremony.
- Your guest(s) must be seated at least 15 minutes before the start of the ceremony. They can be seated on any seat that is not reserved for graduands, staff, or guests of the University.

- If your guest(s) can no longer attend please notify us by e-mail at: [graduation@bolton.ac.uk](mailto:graduation@bolton.ac.uk) no later than **Wednesday 5 July 2023** and a refund will be issued once all ceremonies have taken place. If you have any queries please visit our graduation web pages: <https://www.bolton.ac.uk/Graduation>
- There is a strict closed-door policy in place at Albert Halls. Therefore, all graduands and guests must arrive at least 30 minutes before the start of your ceremony. If you do not arrive at least 30 minutes before the start of the ceremony, then you will be classed as a latecomer and may not be able to take part in your graduation ceremony. It is not possible to issue refunds to latecomers, however, you will be permitted to watch the ceremony in the live streaming lounge.
- If it is necessary for the university to reschedule any graduation ceremony due to circumstances in the university's reasonable view as beyond the university's control, the university will not be liable for any direct or indirect losses incurred by you or your guests.

**A privacy policy has been provided for this event [Graduation Privacy Notice \(PDF\)](#)**

#### **Force Majeure**

If the graduation ceremonies cannot take place or are delayed due to circumstances beyond the control of the University, including (without limitation) fire, explosion, terrorist act (or threat of terrorist act), act of God, pandemic, or as a result of any industrial action or dispute involving the University, or the venue at which the ceremonies are due to be held, the University will not be liable for any losses direct, or otherwise, incurred by graduates or their guests. The University will, where at all possible, make alternative arrangements for any students affected.