



14671 Fox Chase Circle, Ridgely MD 21660 (410) 634-9005 E. Shirley Comfort, Ph.D., President

IMPORTANT INFORMATION FOR OCTOBER 22, 2014 GRADUATES

September 8, 2016

Dear Graduate,

We are very excited about each of you graduating this October 22, 2016, as we always have a glorious time at our graduations in the past here in Maryland. We know that this is a milestone in your life and we want to make this as meaningful as possible for you.

We do need to get an early start in order to process all the information necessary for graduation. We want your graduation to go as smoothly as possible, so we are sending a packet for you to go through and fill out necessary information. **PLEASE DO NOT PUT THIS OFF AS WE NEED THIS INFORMATION IMMEDIATELY.** Thank you for your help in this matter.

Included in this mail out are the following items:

1. Graduation Questionnaire (***PLEASE FILL OUT AND RETURN IMMEDIATELY! Please be sure to fill out both front & back.***)
2. Cap and gown order forms (***MUST be returned immediately.***)
3. Schedule for day of Commencement & directions to the Faith Harvest Worship Center.
4. List of all fees to be paid in order to graduate (***this does not include any outstanding balances which you may have with us - all fees MUST be PAID IN FULL by graduation.***)

We have included the Graduation Questionnaire so we will be able to assist you in your graduation plans. ***It is extremely important that you have it back in our office immediately!*** You may want to photocopy the Graduation Questionnaire for your own use. Please fill out the original Questionnaire and send to:
ATTENTION: Deborah Rafter, Chesapeake Bible College, 14671 Fox Chase Circle, Ridgely, MD 21660.

If you have any questions or problems in fulfilling any of these obligations, please feel free to call us at 410-634-9005 so we can discuss with you how you can work out any problems. We are here to assist you in any way we can so you can graduate in our October graduation. Our staff here is praying for you as you prepare for your graduation. We look forward to hearing from you soon.

Thank you again for your assistance so we can make our 2016 graduation a glorious event for you. We are looking forward to seeing you in Maryland on graduation day.

With Warmest Regards,

Dr. E. Shirley Comfort
President

Pastor Ed Connatser
Vice President

ENCLOSURES

GRADUATION QUESTIONNAIRE

NOTE: This form must be filled out and in our office immediately.

NAME _____ ^{Check one} MALE FEMALE DATE _____

SPOUSE (name) _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE (home) _____ (work) _____

Email _____ PROFESSION _____

HOME CHURCH _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PASTOR (name) _____ CHURCH PHONE _____

DEGREE TO BE AWARDED _____

NAME TO APPEAR ON DIPLOMA/DEGREE - Please **PRINT** your name *exactly* the way that you would like it to appear on your Diploma/Degree.

1. **GRADUATION CAP AND GOWN ORDER** (see enclosed order form). Please **completely** fill out the enclosed form. Don't forget to fill in your cap & gown size. **PLEASE NOTE: must be in our office immediately.**

2. **COLLEGE WORK** - Has your college work been completed and handed in yet? YES ___ NO ___
IN ORDER TO GRADUATE, all of your work must be completed and handed in immediately.
What do you need to complete in order to graduate? _____

3. **FEES** - Have all of your fees been paid? YES ___ NO ___
IN ORDER TO GRADUATE, all of your fees must be PAID IN FULL to this office immediately. This is our DEADLINE DATE!

(1) GIVE STUDENT RECEIPT SLIP FROM WHITE COPY
 (2) YELLOW COPY RETAINED BY SCHOOL

PLEASE PRINT FULLY
 LAST NAME _____ FIRST NAME _____

NAME OF SCHOOL: _____ PHONE # _____

EXTRA TASSELS ONE TWO _____
 (ONE INCLUDED WITH CAP & GOWN)

CIRCLE HEIGHT *Circle only one of the selections below

4'9 to 4'11 — 40	5'9 to 5'11 — 52	PLUS SIZES - SOUVENIR ONLY	
5'0 to 5'2 — 43	6'0 to 6'2 — 55	+1	49 - 52" over 160 lbs. 53" - 55" over 190 lbs.
5'3 to 5'5 — 46	6'3 to 6'5 — 58	+2	56" - 58" over 220 lbs. 59" - 61" over 250 lbs.
5'6 to 5'8 — 49	OTHER _____	+3	60" - 62" over 290 lbs. 63" - 65" over 310 lbs.

FOR COLLEGE OR FACULTY USE ONLY:
 ASSOCIATE BACHELOR MASTER DOCTOR COLOR OF TASSEL _____

TO ORDER HOOD COMPLETE BELOW

EXACT DEGREE _____
 FROM _____
 SCHOOL COLORS _____ COLLEGE OR UNIVERSITY _____ VELVET COLOR _____

CIRCLE CAP SIZE BELOW	1	6 1/2 6 5/8 6 3/4 6 7/8	SOUVENIR <input type="checkbox"/> CHECK BELOW RENTAL <input type="checkbox"/>
	2	7 7 1/8 7 1/4 7 3/8	
	3	7 1/2 7 5/8 7 3/4	
	4	7 7/8 8 8 1/8	

MALE FEMALE FACULTY STUDENT

HOME
PAL. NO. _____

OSFA

TEAR OFF HERE FOR STUDENT RECEIPT

RECEIPT

AMOUNT _____

DATE _____

RECEIVED BY _____

Commencement Exercises

Saturday, October 22, 2016

4:00 P.M.

The Faith Harvest Worship Center
2203 Lancaster Ave. / Wilmington, DE 19805
(302) 654-2611

Schedule of Events:

- 2:00 p.m. – Graduates obtain caps, gowns & hoods
- 2:10 p.m. – Orientation & Sharing for Graduates
- 3:00 p.m. - 3:15 p.m. – Graduate Pictures
- 3:15 p.m. - 3:45 p.m. – Rehearsal & Group Pictures
- 3:50 p.m. - 3:55 p.m. – Line up for Commencement Procession
- 4:00 p.m. – Grand Marshall leads the Commencement Procession

Directions to Faith Harvest Worship Center:

From Baltimore - Take Interstate 95 toward New York for about 62 miles. At Exit 6, take ramp right for SR-4 toward M. L. King Jr. Blvd. In 0.3 miles, turn left onto SR-4 / Maryland Ave. and then immediately turn right onto Linden St. In 0.5 mi, turn right on S. Clayton St. In 0.1 mi, turn left on Tulip St. In 0.2 mi, turn right onto SR-2 E / S. Lincoln St. Then turn left on SR-48 W / W. 2nd St. The turn left onto SR-2 W / SR-48 W / N. Union St. then immediately turn right onto SR-48 / Lancaster Ave.

From the Chesapeake Bay Bridge - From the Chesapeake Bay Bridge, take US-50 E / US-301 N for about 14 miles. Stay left at the US-50 E & US-301 N split. Take US-301 N for 43 miles. Bear right on to SR-299 / W Main St. for 1.8 miles. Keep left to stay on SR 299 / Middletown Odessa Rd. for 1.3 miles. Take ramp left for SR-1 N and travel for 9.9 miles. Keep straight onto US-13 N / SR-1 N / S Dupont Hwy for 1.9 miles. Keep straight onto SR-1 N for 4.7 miles. At exit 165C, take ramp left for I-95 North / I-295 toward New Jersey / New York for 7.3 miles. At Exit 6, take ramp right for SR-4 toward M.L. King Jr. Blvd for 0.3 miles, turn left onto SR-4 / Maryland Ave. and then immediately turn right onto Linden St. In 0.5 mi, turn right on S. Clayton St. In 0.1 mi, turn left on Tulip St. In 0.2 mi, turn right onto SR-2 E / S. Lincoln St. Then turn left on SR-48 W / W. 2nd St. The turn left onto SR-2 W / SR-48 W / N. Union St. then immediately turn right onto SR-48 / Lancaster Ave.

There are restaurants close by where graduates, friends and family may celebrate after Commencement.

PARTIAL LIST OF FEES

NOTE: Please send us the following graduation fees when you send back your forms.

1. Caps & Gowns (complete with hood and one tassel except Diploma & Associate's)

for Diploma students - \$25.00

for Associate's students - \$25.00

for Bachelor's students - \$45.00

for Master's students - \$50.00

for Doctor's students - \$55.00

Hoods only - \$20.00

Tassels only - \$5.00

Honor Stolls – \$20.00

2. Graduation fee - \$300.00

A complete invoice of what you owe to graduate (if you owe anything) will be sent to you in the next few of weeks by our bookkeeper.