Confirmation of Eligibility to Receive an Award

Ara Institute of Canterbury
Ara rau, taumata rau

- *This form is to be used to report students who are eligible to receive an award from Ara*
- *This form must be completed to show that the quality management processes have occurred*
- *This form, and any attached additional information, is to be signed by the Head of Department and forwarded to the Academic Records Office.*

Programme Code Intake		Award Code	
Award Title			
	(Full title, including level and specialisation/major)		

Please attach the list of eligible students from the Tribal Graduation Checking Report or list below.

Ara ID	Student Name

Use new form for additional students if listing names manually

Prepared by		Manager/Operations Manager	
Signature		Date	

Please also sign and date each attached page

I confirm that the students listed above, and/or on the attached list, are eligible to receive the award detailed above.

Name		Head of Department	
Signature		Date	