



April 7, 2018

Dear Graduate:

The Learning Bridge Career Institute would like to invite you to participate in our graduation ceremony. The graduation ceremony will be held at **7 p.m. on Sunday June 24, 2018 at the Plantation Inn in Houma, La.**

To cover the cost of graduation, there will be a graduation fee of **\$130.00**. This fee covers the graduation ceremony, Cap & Gown, Tassel, Honor Cord (if applicable), gradation photo shoot with photos, and diploma cover.

The **deadline** to pay your fees for graduation is **May 11, 2018**. You may pay your fees at LBCI or online at [www.lbcihouma.com](http://www.lbcihouma.com).

**Graduation rehearsal will be held on Sunday June 24, 2018 from 10:00 a.m. – 11:30 a.m. at The Plantation Inn in Houma, LA.**

Please note that you must complete the order form and pay the graduation fee to participate. LBCI has also set up your graduation photo shoot at Picture Parlor in Houma. This photo shoot is of **no cost to you, if you have paid your graduation fee**, just show up looking your very best!

If you do not sign up for the graduation ceremony, you will not be able to participate. Please call LBCI to inform us of your graduation participation by **May 11, 2018**. If you have any questions or concerns, please contact the campus at 985-262-4685 and ask for Ashley or Mrs. Greene.

Enclosed is an outline of graduation events and the cap and gown order form. You may also complete the graduation form online [www.lbcihouma.com](http://www.lbcihouma.com), however payment must be made at The Learning Bridge Career Institute via cash, credit card, or money order.

Sincerely,

LBCI Graduation Committee



Important Dates to Remember	Graduation Activities
May 11, 2018	Deadline to turn in all order forms and graduation fee
May 23 <sup>th</sup> and May 24 <sup>th</sup> ONLY from 3pm-5pm	You must take your graduation photos at Picture Parlor. Picture Parlor will have a Cap and Gown available for your photo shoot. NO MONEY IS NEEDED to take these photos. Picture Parlor is located on East Tunnel Blvd and their number is 851-0353. Your name must be on the graduation list in order to take your photos on this date.
June 20, 2018 Valedictorians only	Valedictorian turn in a typed speech to administration on this date. <u>Failure to attend will result in not delivering your speech on graduation day.</u> <b>Valedictorians will be contacted after May 11, 2018</b>
June 24, 2018	<b>Mandatory</b> Graduation Rehearsal at 10:00AM SHARP at the Plantation Inn in Houma, La.
June 24, 2018	Graduation! <b>Please be at the Plantation Inn at 6:00 Sharp.</b> Graduation starts at 7:00 Sharp.
June 24, 2018	All graduates must remain in order to take a group photo!

- Please note that dark clothing and shoes are recommended for the ceremony, which will coordinate with your graduation gown.
- The tassel should hang to the left of the face and the mortarboard (cap) is worn straight on the head with the point of the cap in the center.
- If you are wearing pants, LADIES, we ask that you wear dark blue or black pants with blue, black or brown shoes. Wearing anything else will NOT make for a good photo.
- Any student that **does not** follow the proper dress code **will not** be permitted to participate in the ceremony.
- Graduation fees are non- refundable.
- Graduation tickets will be issued based on the number of graduates participating

***All graduates who obtained a minimum average of 3.5 or above will graduate with full honors***