

Guest Ticketing Policy 2026

For the graduation ceremonies at the University of Suffolk on the Ipswich Waterfront from Saturday 17 October to Wednesday 21 October 2026

1. Each graduating student attending the ceremonies can purchase up to two guest tickets in the initial allocation.
2. All guest tickets are priced at £10 each and must be purchased in advance via the Marston Events booking portal.
3. Children under 5 years of age will not require a ticket but must be accompanied by an adult guest upon whose lap they can sit during the ceremony. A guest ticket must be purchased for any children aged 5 years and over and any children aged under 5 years who will not be sitting on an accompanying adult guest's lap during the ceremony. No discount is available.
4. There is no separate ticket category for carers. Where a graduating student or guest requires a carer to accompany them, the carer must be included within the number of guest tickets allocated to the graduating student and must hold a valid guest ticket. Guest tickets for carers are charged at the standard ticket price and no discount is available.
5. All students who wish to attend the graduation ceremonies must complete the online graduation registration form in OASIS by noon on Tuesday 15 September 2026.
6. Within seven days of completing the online graduation registration form, the details of students who have been cleared to attend their graduation ceremony will be sent to Marston Events to enable access to the Marston Events student booking portal for the purposes of ordering tickets, academic dress and, if desired, photography packages.
7. Students will receive an email from Marston Events to let them know when they are able to access the booking portal to place their order. Students will not be able to access the portal until they have received this notification email.
8. All tickets must be purchased through the Marston Events booking portal using a credit or debit card. The deadline for purchasing the initial allocation of guest tickets is noon on Wednesday, 30 September 2026.
9. Once the deadline for purchasing initial guest tickets has passed, any unpurchased and surplus guest tickets may be offered for sale to eligible students as additional tickets on a first come, first served basis from noon on Wednesday, 30 September 2026.
10. There is no guarantee that additional guest tickets will be available for any ceremony.
11. On-campus live-streaming tickets will also be available for guests who are unable to be accommodated within the graduation ceremony venue, or who would prefer to watch the ceremony from an alternative venue on campus. The ceremony will be streamed live to enable guests to join the celebrations on campus in a comfortable setting. Live-streaming tickets will be priced at £5 per guest and must be purchased in advance via the Marston

Events booking portal. Please note that a live-streaming ticket does not provide access to the graduation ceremony venue.

12. The University will make all reasonable efforts to provide a reliable and good-quality live stream of each graduation ceremony. However, as live streaming is dependent on technology and connectivity, the University cannot guarantee uninterrupted transmission or a particular level of audio or visual quality. The University accepts no liability for temporary disruption, interruption or reduction in the quality of the live stream arising from technical failure or circumstances beyond its reasonable control. Refunds will not normally be offered where a live stream is temporarily interrupted or affected by technical difficulties.
13. All students who have already ordered tickets for their graduation ceremony will be notified about the availability of additional tickets by email from Marston Events on Wednesday, 30 September 2026 and, if applicable, provided with details of how to purchase any additional tickets required and whether there are any limits on the number of additional tickets that each student can purchase.
14. Additional guest tickets will be sold on a first come, first served basis and must be purchased through the Marston Events booking portal. Subject to availability, tickets will be on sale from noon on Wednesday, 30 September until noon on Thursday, 8 October 2026.
15. Booking will close early for individual ceremonies if all available additional tickets have been purchased. The portal will close for all orders at noon on Thursday, 8 October 2026.
16. In the event that additional tickets remain after the booking portal closes at noon on Thursday, 8 October 2026, the University reserves the right to offer a limited number of tickets for sale on a first come, first served basis on the day. There is no guarantee that any tickets will be available on the day for any ceremonies and tickets cannot be reserved. All students are therefore advised to purchase tickets for all guests who they want to attend their ceremony in advance before the portal closes at noon on Thursday, 8 October 2026. Only guests holding a valid ceremony guest ticket will be admitted to the ceremony venue. There is no guarantee that additional tickets will be available for any ceremony. Where additional ceremony tickets are unavailable, guests may purchase on-campus live-streaming tickets, subject to availability.
17. All refunds must be requested via Marston Events. Requests for refunds on tickets should be made as soon as possible and no later than Friday 30 October 2026. The refund will be made to the credit/debit card that made the original payment. No refunds will be permitted after Friday 30 October 2026.