

ACADEMIC DRESS HIRE ORDER FORM

This service is provided by the **Waikato Graduate Women Charitable Trust**. Any profits from the hire of academic dress are used to fund local and national scholarships and grants.

Please note: It is compulsory to wear academic dress to graduate **“in person”**

Academic Dress Hire MUST BE ORDERED NO LATER THAN MONDAY 02 APRIL 2012 OR A LATE FEE OF \$20.00 WILL BE INCURRED.

Full name: -----
(Family Name) (Given names)

Address (for confirmation of order):-----

Phone Number (give area code) ----- Mobile -----

Email -----

Qualification to be awarded: -----

Faculty/School of Studies: -----

GRADUATION VENUE: Founders Theatre / University Marae / Holy Trinity Events Centre Tauranga (please circle)

DATE and TIME of the Ceremony -----

The cost to hire a gown is \$30.00, a hood \$10.00 and a trencher/tudor bonnet (hat) \$15.00, **PLUS** a \$50 Bond(refundable) must be added to each order. (Bond refunded by cheque only).

If you DO NOT notify the office of a cancellation, prior to your ceremony, a fee of \$10.00 will be deducted from any refund.

If you are receiving a degree at this year’s graduation you must wear the University’s full degree academic dress. If you are receiving a diploma or certificate and you already have a degree, you should wear appropriate academic dress for that degree and complete the next line.

Degree already held ----- Institution-----
(For international degrees please indicate the colour of the hood and it will be matched appropriately)

Please tick the appropriate boxes:

- I am to receive a Degree and wish to hire a full set (ie gown, hood and hat) and attach payment of \$105.00
- I am to receive a Diploma / Certificate and wish to hire my prior degree set as above and attach payment of \$105.00
- I am to receive a Diploma / Certificate and wish to hire a gown and attach payment of \$80.00
- I wish to hire only the following item(s) gown hood trencher tudor bonnet and attach payment of \$ -----

My full height is: -----

Please pay by cash, EFTPOS, cheque, NZ postal note or internet banking (**not** credit card).

Make cheques payable to: “W G W Trust”. For internet banking the bank account number is **03 1555 0090817 00** – give your name as the reference **and** attach a copy of your internet banking record to this form.

Your order will be acknowledged and the time and place of collection and return of your academic dress will be notified to you. The bond refund cheque will be in the name of the graduate and will be handed to whoever returns the academic dress.

In order to recover the bond I agree to return the academic dress in good order to the required place by the specified time. If I fail to return the academic dress as agreed, I accept liability for any costs incurred by the Waikato Graduate Women Charitable Trust Inc. in collecting, recovering or replacing the academic dress. I furthermore agree that my personal details, with the exception of my academic records, may be released by the University of Waikato to Waikato Graduate Women Charitable Trust Inc and its agents to the extent that such information may assist in retrieval of the academic dress.

Signed-----

Date-----

For queries regarding academic dress phone 07 858 5228 - leave a message outside office hours.

Postal address: Academic Dress Hire, Private Bag 3105, Hamilton. Fax: 07 858 5215

Office location address: 21 Ruakura Road, Hamilton. Office hours: 9am – 12 Noon, Monday - Friday