

# Hire of Academic Dress

## Graduation April 2012

**Academic Dress must be worn at all Graduation ceremonies.** The responsibility for acquiring the correct academic dress in order to be capped in person rests solely with the graduand concerned and not with the Federation or with the University.

### Hire of Academic Dress from Canterbury Branch of The NZ Federation of Graduate Women

#### Procedure for Hiring

1. If you wish to hire academic regalia please **download** and **complete** the **regalia order form**.

#### 2. Payment Options

**Payment must accompany all orders**  
**Cheque:** enclosed with the order form, payable to *Canterbury Branch NZFGW Trust*.

**Cash:** Payments (**no EFTPOS**) on Tuesdays between 9.30am and 1.30pm. At our rooms 9 Creyke Road, Ilam

**Online Banking:** See instructions on Order Form

#### 3. Late Orders

**All orders received after 20 March 2012 will incur a \$40 late fee.**

**NO orders will be accepted after 3 April 2012**

**Please note:** There will be no confirmation of an order if a stamped addressed envelope is not enclosed with the order.

**4. Toll calls:** If the Federation of Graduate Women is requested to make a toll call to confirm a booking, a charge of \$5 will be made.

**5. A booking charge** of \$10.00 will be made for any cancelled order.

**6. Please, in an *emergency only*,** ring 364 3590 on Tuesdays between 10am and 12 noon. Messages may also be left on our message minder. All messages will receive a reply.

#### Collection of Regalia

1. **PLACE:** 9 Creyke Road, Ilam

2. If unable to collect at the times stated, please arrange for someone to do it for you, making sure they know: (a) degree; (b) height; (c) head size.

#### Return of Regalia

Regalia will be collected at the CBS Arena Foyer. **All regalia MUST** be returned immediately after your graduation ceremony. Your refundable deposit will be paid at the time of return.

#### General Information

*The hiring of academic dress is a voluntary service provided by the Federation of Graduate Women. The proceeds are used to finance scholarships and fellowships to graduates and students, and for charitable purposes. A fund for the purchase of further academic dress is also maintained*

**Download, complete and post order form NOW to avoid \$40 late fee**

#### Graduation Dates

##### **Tuesday 24 April 10.00am**

*Faculty of Engineering & Forestry*

**Time of Issue:** Monday 23 April  
8.15am – 1.00pm

**Returns:** Tuesday 24 April  
12 noon – 1.30pm

Regalia must be returned on this day

**Deadline for Return of Deposit:**

1.30pm 24 April

##### **Tuesday 24 April 2012 2.00pm**

*Faculties of Humanities & Social Sciences and Creative Arts*

**Time of Issue:** Monday 23 April  
1.00pm-5.30pm

**Returns:** Tuesday 24 April  
3.30pm – 5.00pm

Regalia must be returned on this day

**Deadline for Return of Deposit:**

5.00pm 24 April

##### **Friday 27 April 2012 10.00am**

*Faculties of Science and Education*

**Time of Issue :** Thursday 26 April  
8.15am – 1.00pm

**Returns:** Friday 27 April  
12 noon – 1.30pm

Regalia must be returned on this day

**Deadline for Return of Deposit:**

1.30pm 27 April

##### **Friday 27 April 2012 2.00pm**

*Faculties of Commerce and Law*

**Time of Issue:** Thursday 26 April  
1.00pm-5.30pm

**Returns:** Friday 27 April  
3.30pm – 5.00pm

Regalia must be returned on this day

**Deadline for Return of Deposit:**

5.00pm 27 April