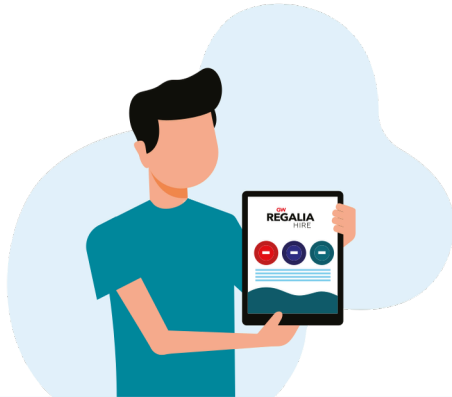


How To Order Your Regalia Online

A Step-By-Step Guide



1

Access the Order Form

Copy and paste the link provided by your tertiary institution into your preferred web browser.

← → ↻ <https://orders.gwcregaliahire.nz/individual-order-form/>



↑
The link URL will look similar to this



If you encounter any issues with progressing to the next stage of your order, try using a different browser or device before contacting GWC Regalia Hire.



Google
Chrome



Apple
Safari



Microsoft
Edge

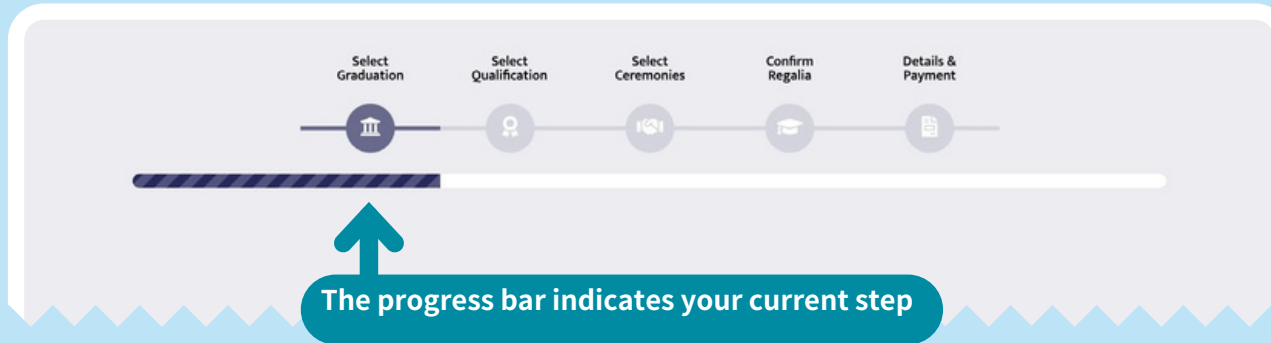


Mozilla
Firefox

2

Progress Indicator

The progress bar at the top of the page will show which step you are currently on during the ordering process.



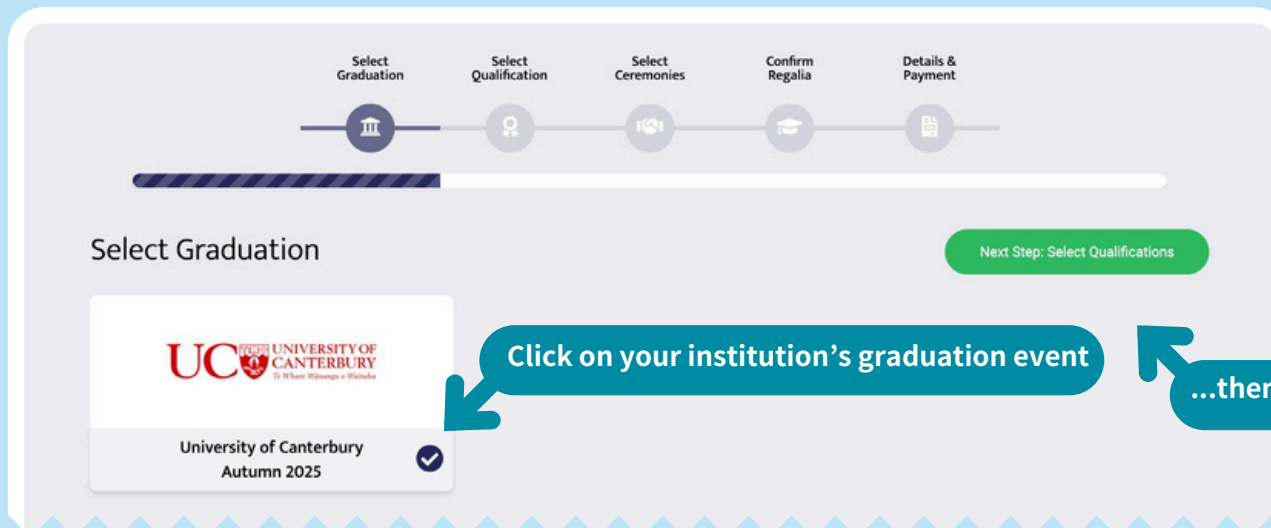
i Saving Your Order

The software will remember your order if you are interrupted partway through.

3

Select Graduation

Select your institution graduation event and then click the green “Next Step” button.



i No green button?

During all stages, as you complete the form, the green button will indicate when you have completed the required fields and can proceed to the next stage. If it does not turn green, review the form to ensure all necessary information is filled out.

4

Select Qualifications

Choose your qualification from the list that appears.

The screenshot shows a web interface for selecting a qualification. At the top, a progress bar has five steps: 'Select Graduation' (active), 'Select Qualification', 'Select Ceremonies', 'Confirm Regalia', and 'Details & Payment'. Below the progress bar, the title 'Select Qualification' is displayed. To the right of the title is a green button labeled 'Next Step: Select Ceremonies'. Below the title, there are filter buttons: 'All' (selected), 'Bachelor', 'Certificate', 'Diploma', 'Doctorate', 'PhD', 'Graduate Diploma', and 'Masters'. Below these filters is a list of qualifications. The 'Bachelor of Science' is selected, indicated by a blue checkmark. A blue callout bubble with an arrow points to the 'Bachelor of Science' entry, containing the text 'Click on your qualification'. To the right of the list is a preview box showing the University of Canterbury logo, the text 'University of Canterbury Autumn 2025', and the selected qualification 'Bachelor of Science'.

Select Graduation Select Qualification Select Ceremonies Confirm Regalia Details & Payment

Select Qualification

Next Step: Select Ceremonies

Filter qualifications by: All Bachelor Certificate Diploma Doctorate PhD Graduate Diploma Masters

Postgraduate

- Bachelor of Data Science
- Bachelor of Engineering(Honors)
- Bachelor of Environmental Science(Honors)
- Bachelor of Forestry Science
- ☒ Bachelor of Science
- Bachelor of Science(Honors)
- Bachelor of Speech & Language Pathology(Honors)
- Certificate in Science
- Conjoint Bachelor of Engineering Hons & Arts(Honors)

University of Canterbury
Autumn 2025
Qualification
Bachelor of Science

Click on your qualification

IMPORTANT

If you are graduating with more than one qualification, you will only wear the regalia of your highest qualification.

Please select your highest qualification only.

If you choose an incorrect qualification, make sure to deselect it; otherwise, you will be charged for two sets of regalia.

5

Select Ceremonies

Choose your ceremony, or ceremonies, and take note of the pick-up and drop-off date and time.

Select Graduation Select Qualification **Select Ceremonies** Confirm Regalia Details & Payment

Select Ceremonies

Next Step: Confirm Regalia

Main ceremony selection

Thu, 10th Apr 2025
2:00pm
Science
✓

Additional ceremony selection

Fri, 11th Apr 2025
10:00am
Pasifika Celebration

Fri, 11th Apr 2025
3:00pm
Eke Tangaroa

UC UNIVERSITY OF CANTERBURY
University of Canterbury
Autumn 2025

Qualification
Bachelor of Science

Regalia Collection

Pick up date Tuesday, 8th April 2025 4:00pm
Drop-off by Thursday, 10th April 2025 7:00pm

Please note our hours of operation for these dates
Wednesday 9th Apr 2025 8:00am - 7:00pm
Thursday 10th Apr 2025 8:00am - 7:00pm

IMPORTANT

Take note of the pick-up and drop-off date and time. We have extended hours for collections and returns, so please disregard the hours advertised by Google.

NOTE

The pick-up date indicated here is the **EARLIEST** you can collect your regalia during our extended hours.

If you are arriving in Christchurch on the day of your graduation, you may also collect your regalia then.

6 a.

Confirm Regalia

Add your gown and hat measurements.



IMPORTANT

If you are collecting your regalia in person, your gown and hat will be fitted correctly to you while you are at our premises.

You can have someone collect on your behalf. Please ensure you have accurately filled in your head and height measurements. This will help avoid the need to return to our premises for item exchanges.



Gown Measurement

Please enter your full height in centimetres. When you receive your confirmation email, the height may differ as our system will adjust it to fit our gown size range.



Hat Measurement

If you are collecting your regalia in person you do not need to measure your head. However, if someone else is collecting on your behalf, download our sizing guide and correctly measure your head. The hats are a rigid fit and approximate measurements are not sufficient.



Higher Qualification

If you are graduating with a certificate or diploma but hold a higher degree, you can submit proof of your qualifications to upgrade your regalia order to include a hat and a bachelor's or master's gown.

This is part of the 'Details & Payment' step of our order form (Step 7d).

The screenshot shows the 'Confirm Regalia' step of a graduation regalia ordering process. At the top, a progress bar indicates the steps: Select Graduation, Select Qualification, Select Ceremonies, Confirm Regalia (current step), and Details & Payment. The main section is titled 'Confirm Regalia' and includes a 'Next Step: Details & Payment' button.

On the left, there are three items for selection:

- Bachelor Gown**: \$40.00. A dropdown menu for height is shown with the value '170' selected. A blue callout bubble points to this field with the text 'Enter your height'.
- Bachelor Hood (Ultra-Marine)**: \$25.00.
- Trencher Hat**: \$25.00. A dropdown menu for head circumference is shown. A blue callout bubble points to this field with the text 'Choose your head circumference ONLY if you are not collecting your regalia in person'.

On the right, there is a summary section for the University of Canterbury, Autumn 2025, Bachelor of Science. It includes the 'Regalia Collection' dates: Pick up date (Tuesday, 8th April 2025 4:00pm) and Drop-off by (Thursday, 10th April 2025 7:00pm). It also lists the hours of operation for these dates.

6 b.

Confirm Regalia

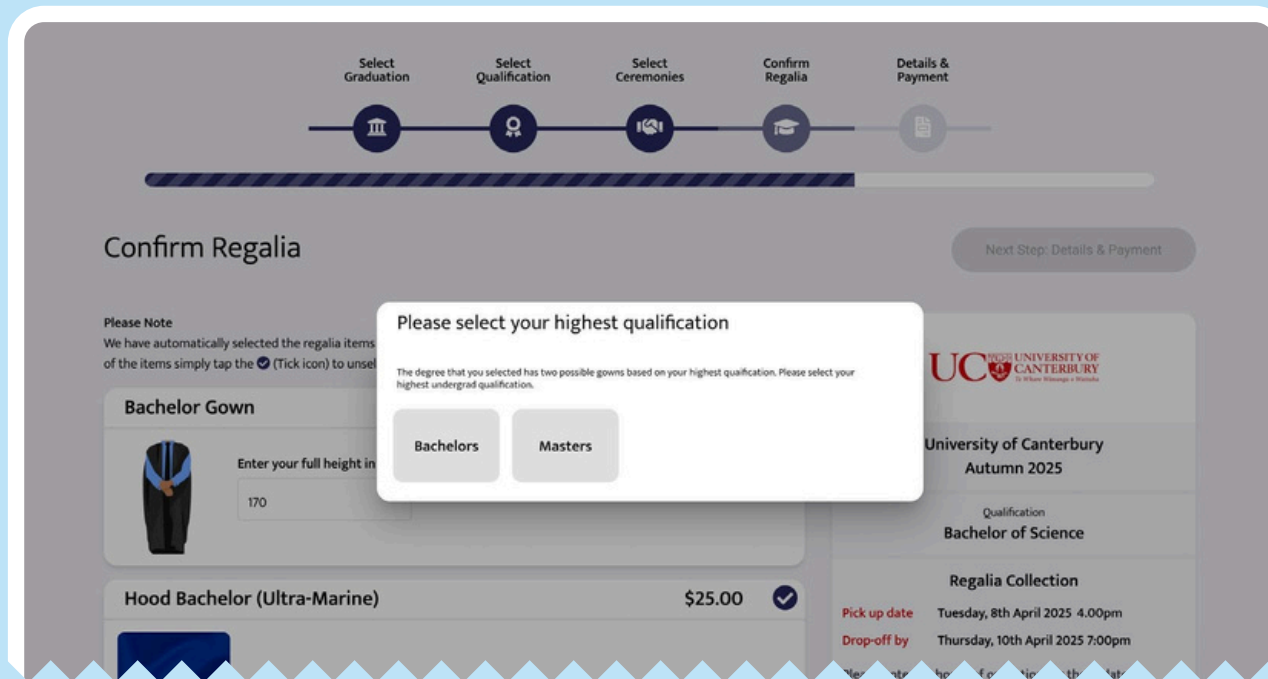
Your regalia will be pre-selected for you based on the qualification you have chosen.

Regalia Details

If you are graduating with a:

- postgraduate degree,
- graduate certificate, or
- graduate diploma,

select your highest previous degree to ensure you receive the correct gown. For example, if your previous degree is a Bachelor's degree, select a Bachelor's gown.



The screenshot shows a mobile application interface for confirming graduation regalia. At the top, a progress bar indicates five steps: Select Graduation, Select Qualification, Select Ceremonies, Confirm Regalia (current step), and Details & Payment. Below the progress bar, the title 'Confirm Regalia' is displayed. A 'Next Step: Details & Payment' button is visible in the top right. A 'Please Note' section states: 'We have automatically selected the regalia items of the items simply tap the (Tick icon) to unselect'. The main content area shows a 'Bachelor Gown' option with a height input field (170) and a 'Hood Bachelor (Ultra-Marine)' option priced at \$25.00 with a checkmark. A modal dialog box is open, titled 'Please select your highest qualification', with options for 'Bachelors' and 'Masters'. The background shows details for the University of Canterbury Autumn 2025, including the qualification 'Bachelor of Science' and the regalia collection dates: Tuesday, 8th April 2025 4:00pm to Thursday, 10th April 2025 7:00pm.

6 c.


Confirm Regalia – Continued

If you do not need an item of our regalia, please de-select it.

Confirm Regalia


Next Step: Details & Payment

Bachelor Gown \$40.00 ☒




Enter your full height in centimetres. We will select the gown closest to this measurement.


Bachelor Hood (Ultra-Marine) ☒



Trencher Hat ☒



Please select a head circumference

 Download Sizing Guide

University of Canterbury
Autumn 2025

Qualification
Bachelor of Science

Regalia Collection


Pick up date Tuesday, 8th April 2025 4:00pm

Drop-off by Thursday, 10th April 2025 7:00pm


Please note our hours of operation for these dates

Tuesday	8th Apr 2025	8:00am - 7:00pm
Wednesday	9th Apr 2025	8:00am - 7:00pm
Thursday	10th Apr 2025	8:00am - 7:00pm

Trencher Hat



Please select a head circumference

 Download Sizing Guide

Regalia Collection

Tuesday, 8th April 2025 4:00pm

Thursday, 10th April 2025 7:00pm

Our hours of operation for these dates

8th Apr 2025	8:00am - 7:00pm
9th Apr 2025	8:00am - 7:00pm
10th Apr 2025	8:00am - 7:00pm

Regalia Hire

Bachelor Gown \$40.00

De-selecting Items

If you do not need an item, click the tick to deselect it.

NOTE

If you are receiving a qualification in recognition of prior learning that includes a hat, and you do not possess a bachelor's or master's degree, please de-select the hat, as you will not qualify to wear one.

Confirmation of Item Removal

A pop-up warning notice will confirm if you wish to remove an item, and an ✖ will show that the item has been removed.

7 a.

Details and Payment – Your Details

Ensure you fill in the required fields, especially your email address, to receive the confirmation email and future emails closer to your graduation event.

The screenshot shows a multi-step registration process. At the top, a progress bar indicates five steps: Select Graduation, Select Qualification, Select Ceremonies, Confirm Regalia, and Details & Payment. The 'Details & Payment' step is currently active. The form is divided into two main sections: 'Your Details' and 'Your Address'. The 'Your Details' section includes fields for First Name (Sophie), Surname (Adams), Email (highlighted with a red border and a callout), Mobile Phone, and Student ID. The 'Your Address' section includes fields for Address, City, and Postcode. To the right of the form, there is a section for 'Regalia Collection' with 'Pick up date' (Tuesday, 8th April 2025 4:00pm) and 'Drop-off by' (Thursday, 10th April 2025 7:00pm). Below this, a table lists the hours of operation for the collection dates.

Details & Payment

Next Step: Confirm & Pay

Complete all fields

Carefully enter your email address so that you receive all graduation correspondence

NOTE
A QR code linking to a map of our location will also be sent to you two days before graduation.

University of Canterbury
Autumn 2025

Regalia Collection

Pick up date Tuesday, 8th April 2025 4:00pm
Drop-off by Thursday, 10th April 2025 7:00pm

Please note our hours of operation for these dates

Tuesday	8th Apr 2025	8:00am - 7:00pm
Wednesday	9th Apr 2025	8:00am - 7:00pm
Thursday	10th Apr 2025	8:00am - 7:00pm

7 b.

Details and Payment – Terms of Hire

Please take the time to carefully read our most important terms of hire, particularly the security hold information.

Terms of Hire (Click each statement to agree)

☒ **Pick up & Drop off**
You acknowledge and agree that the pick up date and time for your regalia is from Thursday, 3 Jul 2025 8:00am and will drop off the regalia by Sunday, 3 Aug 2025 7:00pm

☒ **Late Fee & Regalia Damage**
A \$50 security hold will be applied to the card used to purchase the regalia hire with GWC Regalia Hire. If we cannot secure this amount AT CHECK-IN, the student will not be able to collect their regalia. This security hold CANNOT be paid in cash. The security hold will be released if the regalia is return within the stipulate timeframe on the order or returned without damage. NB: Additional charges for lost or damage regalia will apply.

The return, late return fee, damage or loss is the responsibility of the student whose name is on the hire agreement with GWC Regalia Hire.

☐ **Terms & Conditions**
You agree to the general [Terms & FAQs](#).

Click on all the ticks to agree

i IMPORTANT

All three boxes must show a green tick to indicate you have read and agreed to our terms.

7 c.

Details and Payment – Proof of a Higher Qualification

Do you have a degree?

If you have a higher qualification from a NZ or overseas tertiary institution, please upload proof and we will charge your card for the additional items.

[Browse Files](#)

Only complete this section if you are graduating with a certificate or diploma but hold a higher degree from a NZ or overseas tertiary institution.

Drag and drop your image file here

... or click 'Browse Files' to select your image file

i IMPORTANT

Ensure your image file is in an accepted format (e.g. PDF, PNG, JPEG). Max file size 5MB.

We will review your proof and if it meets the eligibility criteria we will charge your card for a hat and upgrade you to a bachelor's or master's gown.

7 d.

Details and Payment – Payment Details

Enter your payment details to confirm your order.

Got an account credit?

Note: Only applies if you have received a credit from us due to a cancelled graduation event

Please enter your code

Check

Only complete this section if you have received a credit from us due to the cancellation of a previous graduation.

Enter your credit or debit card details

Credit or Debit Card

Name on card

Card number

Expiry

CVC code

UCO UNIVERSITY OF
CANTERBURY
To Whom It May Concern

University of Canterbury
Autumn 2025

Qualification

Bachelor of Science

Regalia Collection

Pick up date Tuesday, 8th April 2025 4:00pm

Drop-off by Thursday, 10th April 2025 7:00pm

Please note our hours of operation for these dates

Tuesday 8th Apr 2025 8:00am - 7:00pm

Wednesday 9th Apr 2025 8:00am - 7:00pm

Thursday 10th Apr 2025 8:00am - 7:00pm

Regalia Hire

Bachelor Gown \$40.00

Bachelor Hood (Ultra-Marine) \$25.00

Trencher Hat \$25.00

Total NZD \$90.00

Here is the total amount you will be paying

NOTE

This card will also be used to place a security hold.

If your payment fails, you will receive a notification explaining the issue, and you will not receive a confirmation email.

IMPORTANT

Please ensure that you have not selected more regalia than necessary or chosen an excessive number of qualifications.

Select
Graduation

Select
Qualification

Select
Ceremonies

Confirm
Regalia

Details &
Payment

Details & Payment

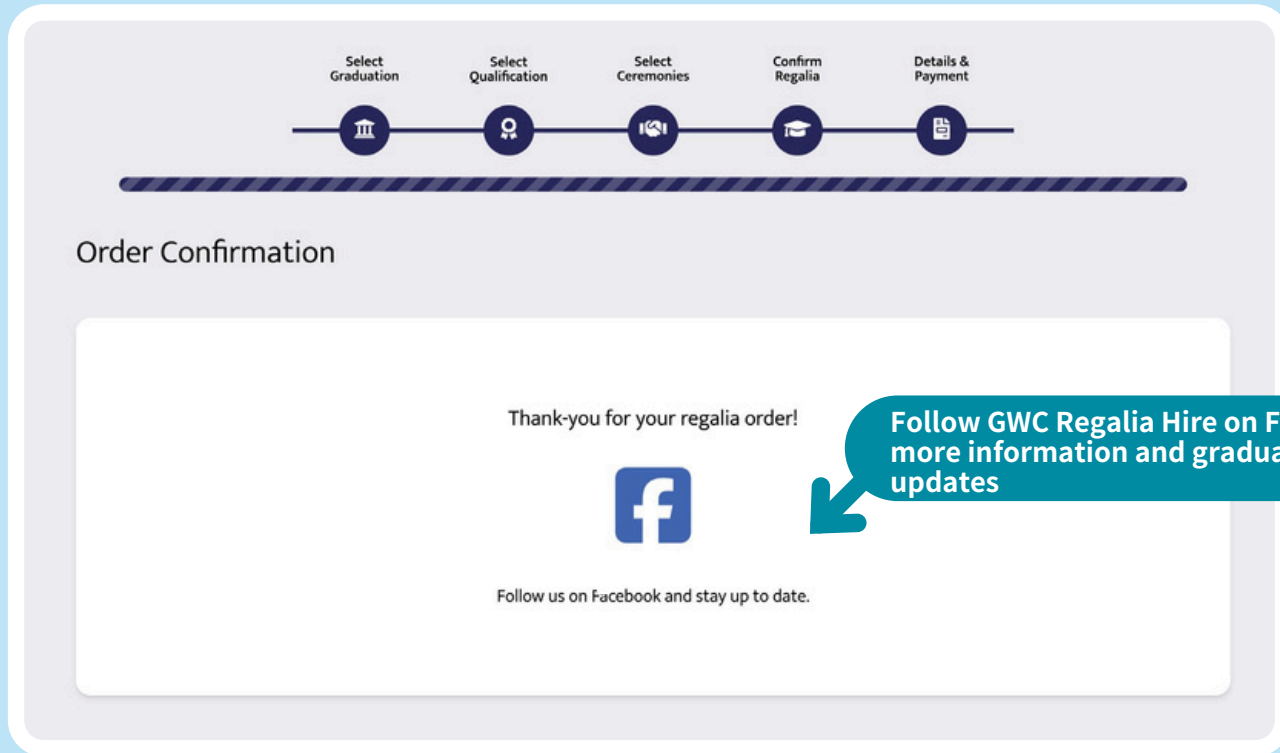
Next Step: Confirm & Pay

Scroll back up to the top to click the "Confirm and Pay" button

8

Payment Success

After your payment has been validated, your screen will confirm success and ask you to join our Facebook page.



9

After Payment Confirmation

If you have entered your email address correctly, you should receive a confirmation email.



Hi Sophie

Thank you for your order. We are happy to confirm your regalia for your upcoming graduation ceremony.

Kind Regards,

The team at GWC Regalia Hire

Your Order

Bachelor Gown 167*	\$40.00
Bachelor Hood (Ultra-Marine)	\$25.00
Trencher Hat 52cm	\$25.00
Total	\$90.00

(*) Please note we have selected the Gown based on your height

WHEN TO PICK UP YOUR REGALIA

Opening Hours

Tuesday, 8th April 2025 4:00pm to 7:00pm
 Wednesday, 9th April 2025 8:00am to 7:00pm
 Thursday, 10th April 2025 8:00am to 7:00pm

WHEN TO RETURN YOUR REGALIA

You must return your regalia by the following time

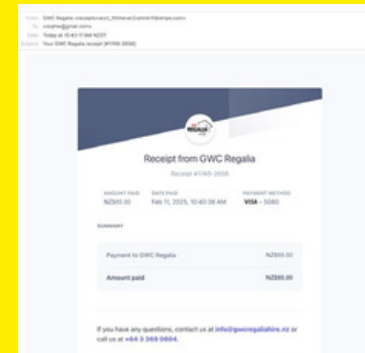
Thursday, 10th April 2025 @ 7:00pm

Important: Any returns after this date will incur a late payment fee as per the Terms and Conditions agreed to on ordering



NOTE

You will also receive a receipt for your payment via email.



If Something Goes Wrong

I didn't receive an email?

Please check your bank account to confirm whether the funds have been withdrawn. If they have, it's possible that you entered your email address incorrectly. Please get in touch with us via email with the correct email address so that you can receive all relevant information regarding the graduation process.

If the funds have not been withdrawn, your order was unsuccessful due to an issue with your payment details or insufficient funds. In this case, you will need to restart the ordering process. Your order details should still be available unless you cleared your cache.

The form won't let me move to the next stage, what should I do?

Please make sure that you have filled in all the required fields and checked the appropriate boxes on your order.

If you have done this and it still doesn't work, we recommend trying a different browser or using another device to enter your information.

If you have already tried both of these options and are still experiencing issues, please contact us during our business hours for assistance.

Why doesn't my qualification come with a hat?

Not all qualifications are eligible for a hat. If you are completing a diploma or a certificate, you will not receive a hat unless you already have a higher degree, such as a bachelor's, master's, or PhD.

Additionally, if you are graduating with a qualification based on recognition of prior learning and you do not have any other qualifications, you will not wear a hat, even if others in your cohort do.

Where are you located?

If your order was successfully submitted and payment has been received, and you entered your email address correctly, you will receive an email a few days before graduation week with an attached map to help you find us. If you do not receive this email, it is possible that you entered your email address incorrectly. In this case, please contact us via email or phone, and we can update your order.

If you encounter any issues or have a question that is not answered in our FAQ here or on our website or the full terms of hire, please contact us via email, as we are not in the office every day.

Alternatively, you can find us by searching for "GWC Regalia Hire" on Google, where we have uploaded a map in the images section to assist you in locating us on the UC Dovedale Campus.

I didn't receive a QR code, can I still collect?

Yes, you can still collect your order. Your order may not have been submitted successfully, or your email address is entered incorrectly. The QR code simply makes it easier to locate your order, however, if your order was successful, we will be able to find you.

Can I collect my regalia early?

Unfortunately, early collection is not possible. The period leading up to graduation is quite hectic as we work to ensure that all regalia is prepared for both students and staff. Our volunteers are not available every day, and unless there are exceptional circumstances, we cannot accommodate this request.

Why do I have to return my regalia on the same day as graduation?

We allow a few hours after the ceremony for celebration and photos, but we do ask that regalia be returned while our volunteers are still on site. This is important so they can efficiently process the high volume of returns for the upcoming ceremonies. Even if your ceremony is the last one of the graduation, our volunteers have dedicated their time to help manage these returns. Failure to return your regalia on time means your security hold will be collected as a consequence.

Can I have the regalia for a longer period for photos or a family event?

We allow students 2 to 3 hours after the ceremony to take photos with family members at their institution and with their qualification certificates before the evening celebrations begin. If you require more time for a special event, please contact us. The extension will depend on the size of the graduation, the timing of your ceremony, and the reason for needing the regalia for a longer period. Please note that if you do not inform us, you may face your security hold being collected for returning the regalia late.

Thank you for supporting GWC Regalia Hire!



GWC Regalia Hire
gwcregaliahire.nz



+64 3 369 0604
info@gwcregaliahire.nz

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📍 UC Dovedale Campus, Wairarapa Building, Block ED15, Ilam, Christchurch 8041