



# Academic Dress Hire

Graduate Women Wellington, Room 109, Murphy Building, Victoria University  
PO Box 600, Wellington | Tel: 04 463 5022, email: [gown-hire@vuw.ac.nz](mailto:gown-hire@vuw.ac.nz)

**PLEASE ORDER & PAY USING OUR WEBSITE** [www.gradgear.co.nz](http://www.gradgear.co.nz)  
payment is by Visa/Mastercard or Internet banking.

This form is **ONLY** for paying by cheque. Eftpos is available during office hours.

If you do need to pay by cheque complete and return this form with your payment by **7 March** for May ceremonies or **7 October** for December ceremonies.

**There is an Earlybird Discount of 20% for all hire orders received by the above dates.**

**Late orders placed in the graduation month will incur a late fee of \$20 which will be added to the total payable.**

**NOTE: Applying for academic dress does not guarantee you a space at the graduation ceremony. You must also apply to attend the graduation ceremony.**

What you need to wear:

<b>PhDs</b>	Master's gown, PhD stole and a Knox bonnet.
<b>Masters</b>	Master's gown, VUW hood/stole (showing colour of your degree) and a trencher.
<b>Bachelors</b>	Bachelor's gown, VUW hood (showing colour of your degree) and a trencher.
<b>All Diplomas and Certificates</b>	The regalia for a degree you already hold <b>otherwise</b> a Bachelor's gown and VUW stole.

Ceremony Attending: Year 20      Tick one of the following options: May  December  Michael Fowler Centre   
 Tick if attending Te Hui Whakapūmau – May Ceremony only  or Te Herenga Waka Marae

(Block Letters Please)

Family Name:		First Name(s):	
Address:			
Postcode:	Home Phone:	Mobile:	
Email:			Student ID No:
Degree/Diploma/Certificate to be received			
If receiving a Diploma/Certificate and already hold a degree please state degree			

<b>HIRE</b>		Hire Cost	Amount Payable
Gown	state your full height in cm	\$50.00	\$
Hood/Stole	state degree (and university if not VUW)	\$25.00	\$
Trencher/Bonnet	state your head circumference in cm	\$25.00	\$
<b>EARLYBIRD DISCOUNT</b>		-\$20.00	\$
<b>PURCHASE</b> Hood/Stole Ready made	State degree (VUW only)		\$
<b>LATE FEE</b>		\$20.00	\$
<b>Total Payable</b>			\$

Payment Details: I enclose cheque payable to Graduate Women Wellington

**PLEASE DO NOT POST CASH**

**I have read, accept and agree to abide by the Conditions of Hire as stated below.**

Signed \_\_\_\_\_

### Conditions of Hire

Hire of academic dress is subject to the following conditions:

- You are required to return items in good condition by the times detailed on your receipt.
- A \$100 late return fee will be charged for any regalia returned after the due date.
- You will be charged for the full replacement value of any academic dress not returned and will be liable for debt collection costs.
- In the event of withdrawal you will incur an administration fee.