

Vancouver Island University
Faculty and Staff Regalia Rental Form
 June 2017

Deadline to order regalia is **Monday, April 17, 2017**

Orders can be processed at the Campus Store, by email to campus-store@viu.ca or by fax 740-6460

*Please make sure that all fields are filled in and correct payment information is provided
 or your order will not be processed.*

Name:			
Dept:			
Phone:		Height (with shoes):	

RENTAL COST

Gown Rental	<i>Bacc.</i>	\$12.99	<i>Masters</i>	\$15.99	<i>PhD</i>	\$22.99	
Hood Rental	<i>Bacc.</i>	\$11.99	<i>Masters</i>	\$11.99	<i>PhD</i>	\$16.99	
Institution							
Type of Hood: (i.e. Science, etc.)							
Hat Purchase (Optional)*							\$9.95
<i>*Black mortarboard with black tassel.</i>							Subtotal
							GST (5%)
							PST (7%)
							Total

**** Do you require full fit (x-large fit) yes _____**

Payment by: VISA ; M/C ; AMEX ; Debit ; Cheque ; Cash ; Cashier: _____

VISA, M/C or AMEX: _____	Expiry: _____
Security # on back of card: _____	
Name on Card: _____	Daytime Phone: _____

Charge to Cost Centre: _____	Authorized by: _____
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Please Note:

- Regalia pick up is available starting **Thursday, June 1, 2017** at the Campus Store during regular hours.
- Return regalia after the ceremony at the reception at the Vancouver Island Conference Centre, or by **Monday, June 12, 2017**, at the Campus Store.
- Deposit will be refunded on return of gowns and hoods in good condition.
- No refund of rental fees on unclaimed rentals.
- \$5 per day late fee on unreturned regalia will be charged after **Monday, June 12, 2017**.
- We rent "generic" gowns and hoods from University of Manitoba for Bachelor, Masters and Doctoral degrees.
- **Regalia rentals are the responsibility of the faculty member named on this form. A signature is required for pick-up and returned items. Replacement cost for regalia not returned will be charged to the faculty member named on this rental agreement.**