

Vancouver Island University
Faculty and Staff Regalia Rental Form
 For convocations on June 4 - 6, 2018

Deadline to order regalia: **April 3, 2018**

*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:			
Department:			
Phone:			
Degree:			
Institution:			
Height (with shoes):		Do you require full fit (XL)?	

RENTAL COST

Gown Rental	<i>Bacc.</i>	\$19.99	<i>Masters</i>	\$22.99	<i>PhD</i>	\$29.99	
Hood Rental	<i>Bacc.</i>	\$11.99	<i>Masters</i>	\$11.99	<i>PhD</i>	\$16.99	
Type of Hood: (e.g., Science, etc.)							
Cap Purchase (Optional)*							\$9.95
* <i>Black mortarboard with black tassel</i>							Subtotal
							GST (5%)
							PST (7%)
							Total
A non-refundable late fee of \$25 will be applied to any order received after April 3, 2018							
Late order total (if applicable)							

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 **May 31, 2018**, at the Campus Store during regular hours.
- Return regalia after the ceremony in Ballroom C at the Vancouver Island Conference Centre, or by **June 11, 2018**, 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 **June 11, 2018**.
- 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.***