



TSIBA 2019/20 Graduation Wear Hire Order Form

- ✓ **STEP 1.** Complete your personal details on page 2 in the space provided before collection. Please print clearly.
Note: *Ensure you have read, understood and signed the Conditions of Hire and the Declaration.*
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- ✓ **STEP 2.** Tick the items that you require for hire from the table at the bottom of the page. Place tick in the block provided.
Note: *Students are reminded that neckbands, sashes and hoods for previous qualifications from other Tertiary institutes can be made available to you at an extra charge. Arrangements must be made via email at least one week prior to Graduation.*
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- ✓ **STEP 3.** Please email us info@academicgowns.co.za with the completed section of the order form and EFT proof of payment, payment details provided below, to confirm your attendance.
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- ✓ **STEP 4.** Please take your original valid **IDENTITY DOCUMENT/DRIVER'S LICENCE/PASSPORT**, your **ORIGINAL PROOF OF PAYMENT** and **page 2 of the completed order form** to the graduation venue on the day of the ceremony.
Note: **All EFT payments must be made no later than 3 days prior to graduation.**
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- ✓ **STEP 5.** Items for Hire will be available for collection from the Graduation Venue on the day of your graduation, as per the time stipulated by your Institute.
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- ✓ **STEP 6.** Hired outfits must be returned **within an hour after the conclusion** of the Graduation Ceremony to collect Identity Document.
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Please make sure you receive the correct academic colours upon collection as per the image below.

Kindly note that Diploma (**HCBA**) graduates **do not wear caps.**



Please email and bring along this section of the order form only

<p>Surname (as stated in ID Document): _____</p> <p>Name (as stated in ID Document): _____</p> <p>ID No: _____</p> <p>Degree/Qualification: _____</p> <p>Student No: _____</p> <p>Year graduating: _____</p>	<p>Address: _____ _____ _____</p> <p>Cell no: _____</p>						
<p>Hire Prices 2021:</p> <table border="1"> <tr> <td>Degree/Post Grad: Gown, Hood & Cap</td> <td>R 200</td> <td></td> </tr> <tr> <td>Diploma: Gown & Neckband</td> <td>R 140</td> <td></td> </tr> </table> <p>All EFT payments must be made no later than 3 days prior to graduation.</p> <p>Please use your <u>student number</u> as a reference.</p> <p>Please do not make payment at the bank tellers inside the bank as additional bank charges may be applicable upon collection of your attire.</p> <p>Bank: FNB Account name: <u>Gowns and Suits</u> Account number: <u>62803539511</u> Account type: <u>Cheque/Current</u> Branch code: <u>200909</u></p>	Degree/Post Grad: Gown, Hood & Cap	R 200		Diploma: Gown & Neckband	R 140		<p style="text-align: center;">Conditions of Hire:</p> <ol style="list-style-type: none"> 1. Penalty of R50 per item per day for late returns. 2. Please produce IDENTITY DOCUMENT upon collection of your attire. 3. No eating/drinking is allowed while wearing your attire. Additional laundry charges may be applicable if items are returned soiled. <p style="text-align: center;">Declaration:</p> <p>I, the undersigned hereby promise to return all hired items, immediately after the graduation ceremony. I pledge my IDENTITY DOCUMENT as a guarantee to return the hired items. Failure to return will result in me being liable for the full retail value of the items hired out to me.</p> <p>Signature: _____</p> <p>Date: _____</p>
Degree/Post Grad: Gown, Hood & Cap	R 200						
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