

Vancouver Island University

Faculty and Staff Regalia Rental Form

June 2-4, 2014

Deadline to order regalia **Friday, March 28, 2014.**

Orders can be processed by mail, at the Bookstore, by email to bookstore@viu.ca or by fax 740-6460

LATE ORDERS WILL NOT BE ACCEPTED

Name:			
Dept:			
Phone:		Height (<u>with</u> shoes):	

RENTAL COST

Gown Rental	BA	\$12.99	Masters	\$15.99	PhD	\$22.99	
Hood Rental	BA	\$11.99	Masters	\$11.99	PhD	\$16.99	
Type of Hood: (i.e. Science, etc.)							
Hat Purchase (Optional)*							\$9.95
*Black mortarboard with black tassel.							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, May 29** at the Bookstore during regular hours.
- Return regalia after the ceremony at The Port Theatre or by **Friday, June 6** at the Bookstore.
- No refund of rental fees on unclaimed rentals.
- \$5 per day late fee on unreturned regalia will be charged after **Friday, June 6.**
- 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.***